



Tenant Move-Out Instructions

AZ Rental Homes wants our tenants to have a smooth transition when moving from one of the properties we manage. Therefore, we are providing instructions for the move-out procedure.

An inspection will be done only after all your personal property has been removed and you have cleaned the property. At that time, you need to insure that the keys have been returned to the Manager. We consider you still living at the property until the keys are turned in. Rent will be charged until AZ Rental Homes receives keys and/or garage door remotes - do NOT leave keys at the property. **YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.**

The better the condition of the property when you leave, the faster the security deposit can be sent out. You will need to give us your forwarding address to send your security deposit refund. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease. However, we will do our best to try and lease the property.

Please remember: if the Premises are delivered in an unclean, damaged or unacceptable condition, Landlord shall be entitled to retain all or a portion of the security deposits and hold the Tenant liable for any additional charges.

CLEANING SPECIFICATIONS

- Remove all trash and personal items from home and yard.
- Clean all appliances thoroughly, including microwave, range hood, etc. Clean sinks, cabinets and drawers. We recommend a professional service that can provide a receipt.
- The carpeting must be professionally cleaned and receipt turned in with keys.
- Wash non-carpeted floors. Remove stains and marks.
- Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards.
- Clean all windows. Secure all screens and remove cobwebs inside and out.
- Make needed repairs to screens and screen doors.
- Clean and disinfect the bathrooms thoroughly.
- Repair nail holes and paint where applicable.
- Repair or have repaired any damage you or your pets have caused.
- Discontinue your phone services at least 24 hours before vacating.
- If you are responsible for the lawn care: Mow, trim and remove debris from yard.
- Make arrangements to have your trash picked up before you discontinue service.
- Do not place trash and garbage in the recyclable cans, fine may apply.
- Other cleaning may be required

Tenant(s) _____

Date _____

Tenant(s) _____

Date _____

GENERAL CLEANING

Use this simple check list to remember everything you need to do to protect your deposit:

<p>WALLS</p> <ul style="list-style-type: none"><input type="checkbox"/> Clean Vents<input type="checkbox"/> Vacuum cobwebs<input type="checkbox"/> Dust above doors<input type="checkbox"/> Scrub Wall Baseboard	<p>FLOORS</p> <ul style="list-style-type: none"><input type="checkbox"/> Clean Vents<input type="checkbox"/> Vacuum all carpets<input type="checkbox"/> Sweep non carpeted<input type="checkbox"/> Mop/Scrub Vinyl<input type="checkbox"/> Clean under Refrigerator
<p>DOORS</p> <ul style="list-style-type: none"><input type="checkbox"/> Clean all knobs<input type="checkbox"/> Dust<input type="checkbox"/> Clean door jamb	<p>BATHROOM(s)</p> <ul style="list-style-type: none"><input type="checkbox"/> Sink /tub/shower<input type="checkbox"/> Toilet Walls / windows<input type="checkbox"/> Floors
<p>WINDOWS</p> <ul style="list-style-type: none"><input type="checkbox"/> Sills<input type="checkbox"/> Blinds<input type="checkbox"/> Windows<input type="checkbox"/> Vacuum<input type="checkbox"/> Tracking	<p>KITCHEN</p> <ul style="list-style-type: none"><input type="checkbox"/> Refrigerator/Microwave/Dishwasher<input type="checkbox"/> Stove stop/ burner pans<input type="checkbox"/> Oven Stove hood<input type="checkbox"/> Cabinets in/out<input type="checkbox"/> Counter tops / sink
<p>OUTSIDE</p> <ul style="list-style-type: none"><input type="checkbox"/> Grass mowed<input type="checkbox"/> Leaves raked & bagged<input type="checkbox"/> Garden/Beds weeds<input type="checkbox"/> Concrete degreased<input type="checkbox"/> Lights working<input type="checkbox"/> Trash hauled off <p>Do not leave bags at the rental or trash cans at the street. HOA fines for trash cans left in the street are charged to the move out.</p>	<p>MISC</p> <ul style="list-style-type: none"><input type="checkbox"/> Clean all Light Fixtures<input type="checkbox"/> Sweep Porch's<input type="checkbox"/> Sweep Garage<input type="checkbox"/> Sliding Glass Door<input type="checkbox"/> Sweep Laundry<input type="checkbox"/> Smoke Detectors & Batteries<input type="checkbox"/> Air Filters Replaced