



VACATING CHECKLIST

We hope you have enjoyed your stay with us and we do understand that your final days of residence will be exceptionally busy ones. However, if you follow one simple directive, we will be able to return 100% of your security deposit to you. All you have to do is leave the home in the same condition as when you moved in, excepting reasonable wear and tear.

In addition, please make certain that you have accomplished all of the following items as required by your lease. **It is imperative that they are completed, including removal of all your household goods and personal belongings, no later than midnight on the final day of your lease.**

- A. **Have all carpets including stairs cleaned by the company required by the Landlord** and provide a copy of the paid receipt.
- B. **Have the Premises professionally treated for fleas, ticks and odor if pets have been present** and provide a copy of the paid receipt.
- C. **Where applicable, have all gutters and downspouts cleaned** and provide a copy of the paid receipt. This requirement is waived if Gutter Guards are in place.
- D. **Where applicable, have the fireplace(s) cleaned and inspected by the company required by the Landlord** and provide a copy of the paid receipt.

***** PLEASE LEAVE ALL REQUIRED RECEIPTS ON THE KITCHEN COUNTER *****

- E. Eliminate all household pests and vermin from the interior of the Premises.
- F. Install clean air filters on furnace and air conditioning units. Where applicable, provide evidence from the company selected or approved by the Landlord that the fuel tank(s) are refilled.
- G. Ensure that the Premises are thoroughly cleaned and all trash and personal items removed. Stoves, ovens, cooktops and microwaves must be cleaned inside and outside, including the areas around and beneath them. **Do not patch nail holes or touch-up paint.**
- H. Cut grass, prune shrubs and remove weeds from shrub beds, patios and walkways.
- I. Have all light bulbs and smoke detectors in working order.
- J. **Leave all keys, garage door openers and other remotes, parking/pool passes and documents provided on the kitchen counter in plain sight.**
- K. Ensure that the premises are empty. Any remaining personal property will be considered abandoned.
- L. Where applicable, close all outside faucet shut-off valves (Green Tag) regardless of season.

In the event that all of these obligations have not been met when the move-out inspection is conducted, and an additional inspection(s) must be scheduled, a \$300 administrative fee will be imposed. Thank you for your attention to these matters.

The WJD Staff

