



# MOVE OUT INSTRUCTIONS & CHECKLIST- V5.7

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### **Rent instructions for the last month of residency:**

- Deactivate your “Auto Rent Payments” within your tenant portal once your last month rent has been paid.

If a **Pro-rate** is due for your last month, you must complete the following:

- Deactivate your auto payments- Log into your tenant portal and deactivate your auto rent payments if you have previously set that up. This must be completed no later than 5 business days prior to the 1<sup>st</sup> day of the last month or a full month will be paid instead of a pro-rate (if applicable).
- Pro-rate due (if applicable) If your lease ends on any day other than the last day of the month you will have a pro-rate due for the last month of residency. It is your responsibility to verify your pro-rate amount is accurate within your portal for your last months’ rent prior to paying your rent, and if there is an error you must contact our office immediately.
- Log into your portal and send a “One-time payment” for the pro-rate due on or before the 1<sup>st</sup> day of your last month’s rent.

*\*If a refund is needed due to your negligence, an Admin fee will be assessed. See Resident fee outline for cost associated.*

### **Forwarding Address:**

Must be provided prior to move-out and can be submitted via your tenant portal with move-out notice.

### **Utilities:**

Electric, Water, and Gas must be active/on in tenants name for 5 business days after the last day of the lease. *\*If services are disconnected within the 5-day window all fees to re-connect, service cost, and admin fee per fee outline will be accessed to tenant.*

**Propane tank(s):** (Only Applicable to homes with Propane): At tenant(s) expense all tanks are to be filled to 100% level at the time of move-out, and a receipt must be provided with key surrender.

### **Surrendering of Property:**

Tenants will surrender the property and all access devices to 360 Properties by 12 pm (Noon) on the last day of the Lease.

### **Return of Access Devices:**

Access devices are but not limited to: Home Keys, Mailbox Keys, Community Gate Controls, Garage Door Remotes, Community Pool Key, Card, Fob or Pass.

**Keys and access devices are NOT to be left at the property.** *\*See fee outline*

- All Keys and access devices will be delivered and returned to the 360 Properties Office by noon on the last day of your lease.

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- Access devices must be in a labeled envelope with your full name on the outside and property address on the inside. Place them in the drop box to the right of the front door on the pillar.

#### **Pest Control** (Required by Animal owners only):

Interior and exterior pest control with flea and tick treatment, must be performed by an approved 360 Properties vendor.

- **Service** must be completed on the last day of your lease once the home has been vacated, and cleaned.
- **Original Receipt** must be provided on or before the last day of your lease agreement by 12pm (noon) and dropped off with your keys to the office.

#### **Carpet Cleaning:**

The tenant will have all the carpet in the property professionally cleaned by a 360 Properties approved carpet cleaning company. Animal owners must also have animal treatment done during the professional carpet cleaning process.

- **Service** must be completed on the last day of your lease once the home has been vacated, and cleaned.
- **Original Receipt** must be provided on or before the last day of your lease agreement by 12pm (noon) and dropped off with your keys to the office.

#### **Touchup Painting**

Remove all nails, picture hangers, and hooks from walls and ceiling and patch prior to touch up painting. Interior of home (every wall, trim, all base boards including closets and garage) all marks to be touched up with matching paint.

- **If you are unsure about paint color or do not have touch-up paint onsite, contact the office for specific colors. DO NOT GO BUY PAINT unless approved by 360 Properties.**
- **If there is paint on-site be sure to test a small area and let dry to ensure it's a proper match with no flashing.**
- **If touch up painting is not completed, or if you touch up paint with mismatched paint you will be charged for painting the entire area, wall(s) and or room(s).**

Garage/Carport- Holes in walls and ceilings must be patched/filled.

\*If you would prefer to hire someone to take care of this it must be an approved 360 Properties Vendor.

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### Yard Work

- Yard must be mowed, weeded, weed free, and edged.
- Shrubs trimmed, weeds removed in all landscaping beds, and fresh mulch applied in all landscaping beds.
- Any pet feces must be removed from the yard, and any damaged sod/grass MUST be replaced.
- Yard shall be alive/healthy with no dead spots(replace with new sod).

Must be completed by noon on the last day of your lease agreement or no earlier than 2 days prior to the last day of your lease agreement.

### Property responsibilities

- Repair all damages to the Property
- Remove all personal property and trash (not to be left at curb unless it fits in provided trash receptacles)
- Replace all burnt-out bulbs with same type bulb - interior and exterior.
- Any spills in Garage, driveway or carport (oil, gas, etc.) should be properly cleaned (see lease addendum).
- Replace all a/c filters with new filters.
- Water Softener *If applicable*- Must be filled with salt to maximum required level.

### Professional Property Cleaning:

A 360 Properties approved professional cleaning company will be hired by the tenant and completed by 12 pm (Noon) on the last day of the lease. The entire check list below is required to be completed by the cleaning service.

- **Original Receipt** must be provided on or before the last day of your lease agreement by 12pm (noon) and dropped off with your keys to the office.
- **Cleaning Check List:**
  - Interior of Home must smell clean with no reminiscence of any type of foul odor. Examples: pet odor, cooking odor, trash, human/pet waste, body odor, smoke, misc.
  - All hard surface flooring should be cleaned appropriately, ex: vacuumed, and mopped (vinyl, tile, hardwoods, concrete, etc.)
  - Blinds should be wiped clean free of dust and grim, and pulled down.
  - Windows- Ledges, tracts, and locks to be clean free of dust and grime. All windows should be closed and locked.
  - All exterior doors and windows shall be locked and free of dirt/grime.

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- All Baseboards should be dust/grime free.
- Kitchen - All drawers, cabinets, pantry, etc. should be empty and cleaned, as well as all countertops wiped clean. All appliances (Oven, Stove, Refrigerator, and Dishwasher) should be scrubbed clean and free of any food remnants. Homes with Self-cleaning ovens should be run and wiped out after.
- Bedrooms - All closets should be empty, vacuumed out, and shelves wiped clean. All ceiling fans should be free of dust. All light bulbs should be in working order.
- Bathrooms - All cabinets and drawers shall be empty and wiped clean. Toilets, sinks and bathtubs should be scrubbed clean. Glass showers should be free of water spots, and all flooring should be vacuumed and/or mopped where appropriate. Mirrors should be cleaned with glass cleaner. All light bulbs shall be in working order.
- Living room - Fireplace should be cleaned and free of debris; mantle should be dust free. Ceiling fans should be dust free, and any light bulbs in working order.
- Utility room - Shelves wiped clean, and floor clean. If washer and dryer are present, they should be wiped clean and free of clothes.
- Garage or Carport- Garage/Carport should be empty and swept clean including storage closet if applicable.
- Sliding glass door (*If applicable*)- Must be clean of marks, handle and track to be free of dirt and grime.
- Patio, Deck, and/or Porch- Ground, Walls, and Ceiling Must be swept clean of debris, dirt, and webs.

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**CHARGES AFTER MOVE OUT:** If, during the Landlord or Landlord’s broker/property manager's initial inspection of the property following the Tenant’s surrender, it is determined that one or more of the conditions above are not completed or circumstances described in paragraph 10(D)(1) (a-s) exist in addition to the reasonable costs of remedying such condition or circumstance Landlord or Landlord’s broker/property manager will charge Tenant, Deduct from Security Deposit, or make a Claim to Rhino to collect on these funds & charges per Fee Outline . If the total amount of deductions, including the foregoing charges, exceed the Security Deposit or Rhino Policy, tenant will pay the Landlord the excess within ten days after the Landlord makes written demand.

**We have read and agree to fulfill the terms above to its entirety by the specified time**

*Full name printed:* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Full name printed:* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Full name printed:* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Full name printed:* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Landlord Representative Name:** 360 Properties, LLC

**Landlord Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Tenant initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_