



100 Athens Town Blvd, Suite 1B
Athens, GA 30606
www.IronHorsePropertyManagement.com
706-395-5053

Move out Instructions

Dear Resident,

We hope that you have enjoyed living here! Please find your move out instructions and cleaning instructions below.

Our goal is to help you get your FULL security deposit refund back! In order to do so, please follow the cleaning instructions described below. We expect you to leave the rental property in the same condition it was when you moved in, except for normal wear and tear. Normal wear and tear is a result of the use of the property provided that there was no negligence, carelessness, accident, or abuse of the Premises by tenants or guest of the tenant's.

Please note that Security Deposit refunds are given in the form of one check (even if there are multiple individuals on the lease and you each paid separately). If multiple checks are required for the refunded amount, please contact us for additional steps. There is a charge for issuing multiple checks.

The following items should be taken care of prior to you turning your keys in. If a manual process must occur to take care of it, the charge will be taken from your security deposit. A copy of your move-in checklist can be found in your online tenant portal. We will be using this same form to inspect the Premises when you leave.

Move Out Instructions:

- Your keys must be dropped off to our office no later than **12:00pm/noon** on the date your lease ends. Our office is open from 8:30am - 5:30pm. If we are not at the office you may utilize the drop box outside of our office, but please **label your keys** so we know which property they belong to. If we do not have your keys in our office by that time, you will be charged for another day of occupancy.
- We will complete a move out inspection of the property within **3 days of vacancy**.
- You will receive an email with pictures and charges of any damages or cleaning to be done within those 3 days, if applicable.
- Utilities must remain on and in the tenant's name until move out inspection is completed.
- Be sure you have scheduled to disconnect utility services and send notice to the post office of your change of address. We cannot ensure that future tenants will hold onto or forward your mail or packages to you.
- Be sure to cancel any type of auto-payment that was set up to pay rent.
- Remove all hardware and nails from walls. Do NOT spackle or paint. This will be assessed at the move-out inspection
- ALL personal belongings must be removed. Discard large items properly and do not leave mattresses and furniture that the sanitation company will not pick up.
- Air filters should be newly replaced.
- Ensure smoke/CO detectors have working batteries
- **Carpets must be professionally steam cleaned and free of major stains and smells. A receipt of service must be provided to Management when turning your keys in from a professional carpet cleaning company.**
- **Pet Owners:** Property needs to be professionally treated for fleas and pests as agreed upon in your Pet Agreement as part of your Lease Agreement. A receipt of service must be provided to Management when turning your keys in.



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Garage/Carport

- All items must be removed.
- Garage must be swept or blown out so there are no leaves or debris.

Exterior

- Yard must be mowed.
- Edge driveway, walkways, and curbs.
- Trim over grown bushes/shrubs.
- Remove weeds in all flowerbeds and shrubs.
- Insure vines are not growing on siding and windows.
- Sweep/blow all exterior walkways ,driveways, patios and decks.
- Replace burnt out light bulbs.
- Clean exterior doors.

Bedrooms

- Vacuum vent covers.
- Remove dust and cobwebs from ceilings fans/fixtures.
- Remove grime and finger prints from door handles and light switches and door frames.
- Vacuum and wipe down base boards.
- Vacuum and mop floors.
- Dust and wipe down any shelving.
- Clean blinds and windows.
- Remove curtains and hardware (if any).
- Replace burnt out light bulbs.

Bathrooms

- Vacuum vent covers/exhaust fan.
- Vacuum and mop floors.
- Vacuum and wipe base boards.
- Remove grime and finger prints from door handles and light switches.
- Wipe down counter tops and faucets.
- Clean, Vacuum, and wipe out cabinets and vanity drawers.
- Clean toilet interior base, tank and top and bottom of seat.
- Clean showers and tubs (including shower doors if any).
- Remove any dirt, grime and mildew from showers and tubs.
- Shower and tub drains must be free of any hair/debris.
- Clean mirrors with glass cleaner.
- Replace burnt out light bulbs.
- Clean blinds and windows.
- Remove curtains and hardware (if any).



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Kitchen

- Vacuum vent covers.
- Vacuum and mop floors.
- Replace any burnt out light bulbs.
- Dust and wipe any ceiling fans and light fixtures
- Vacuum and wipe down base boards.
- Clean blinds and windows.
- Remove curtains and hardware (if any).
- Wipe down all surfaces.
- Wipe down and vacuum all cabinets/drawers.
- **Microwave:** Wipe down interior and exterior, wash glass turntable
- **Oven/Range/Vent Hood:** should be clean and free of grease, grime and stains. Top of stove, drip pans and burners must be clean. Remove the bottom oven drawer and vacuum debris underneath.
- **Refrigerator/Freezer:** all food must be removed and inside and outside must be wiped clean and free of grime. Move and clean behind refrigerator.
- **Dishwasher:** remove all dishes, wash filter and wipe down interior and exterior

Dining Room + Living Room

- Vacuum vent covers.
- Vacuum and mop floors.
- Replace any burnt out light bulbs.
- Vacuum and wipe down base boards.
- Clean blinds and windows.
- Remove curtains and hardware (if any).

Laundry Room

- Vacuum vent covers.
- Replace any burnt out light bulbs.
- Wipe down shelving.
- Vacuum and wipe down baseboards
- Vacuum and mop flooring
- Remove lint from dryer/makesure screen is clean (if applicable).
- Wipe down interior and exterior of washer/dryer (if applicable).