

MOVE OUT CHECK LIST

What is a Pre-Walk Thru?

The pre walk thru will be a time for Appletree Bay Property Management to inspect the unit to determine work, which needs to be done upon turnover and make the tenant aware of any damages for which they will be responsible for is not repaired prior to vacating the unit.

What is a Final Walk Thru?

The final walk thru will be done at the conclusion of the lease to collect keys and receive the forwarding mailing address from tenants.

If you plan on vacating the unit prior to the end of your lease, please contact Appletree Bay Property Management at 802 863-6940.

Schedule your pre walk thru and your final walk thru with Appletree Bay Property Management. You are free to call us at 802 863-6940, extension 104 or by email at erin@appletreebay.com.

Cleaning of Unit

Please make sure your unit is in "broom swept condition", all floors vacuumed, hardwood and/or tile floors mopped and carpets cleaned, cabinets emptied and wiped out, bathroom cleaned including tub and toilet and refrigerator and stove cleaned; inside and out. If you have any outside space allocated to your unit, make sure it is also clean and empty. Tenants will be charged for the cleaning of above items if they have not been addressed by tenants.

Please do not leave any items behind, inside or outside of your rental unit. If items are left behind, including but not limited to couches, chairs, house hold trash, tables, mattresses, etc., offending tenants will be charged an hourly rate, dump fee and a fuel surcharge fee. You will be billed at an hourly rate per item, per tenant of \$50.00. In addition to the \$50.00 hourly rate, you will also be charged a dump fee and a fuel surcharge fee.

Potential Damage

Any damage caused during your tenancy must be repaired prior to vacating the unit.

Utilities

Call and cancel your cable, internet and any other services you have a contract for and make arrangements to get the cable/internet boxes back to their provider.

Electricity and gas must remain on until the last day of your lease.

Keys

Please either leave all your keys (including main building door (if you have one), unit door and mailbox key) with your forwarding address on the kitchen counter or turn them over to Appletree Bay Property Management.

Forwarding Address

Please provide your forwarding address by using the Forwarding Address Sheet, this is where Appletree Bay Property Management can mail future correspondence, closing statement and security deposit, if applicable, to the correct address. If a forwarding address is not provided, we will send to the current known mailing address.

Move Out Time

You must be completely moved out of the unit by 12:00pm noon of your lease end date. We have crews ready to start necessary turnover work at 12:00pm noon on your lease end date.

Your cooperation is appreciated.