



Sustainnovators LLC Resident Move Out Checklist

1. Notify the Owner of plans to move as specified in the lease agreement (for example, 30 days). This notification should be by email or by submitting a move-out form from the Sustainnovators web site. Make sure you get a response email from the owner and save it as proof of notification.
2. Familiarize yourself with [the Property Condition Checklist](#). This will be used to evaluate the property during the final walk-through.
3. Clean and Repair damage to the property. The standard is to return the property to the condition on the day you moved in, minus normal wear and tear. This includes:
 - a. Cleaning the entire property
 - b. Removing all trash
 - c. Wax or clean all tile, vinyl and hardwood floors.
 - d. Vacuum or steam clean carpet. If animals are present, assure that there are no odors or stains in the carpet. If necessary, engage a professional cleaner to remove any stains or odors. Carpet that does not pass the “sniff test” must to be cleaned at resident’s expense.
 - e. All nails or other holes in the walls must be filled or repaired properly.
 - f. Fireplace must be free of soot and vacuumed.
 - g. Drapes, curtain rods or mini blinds must be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.
 - h. Clean all windows, window tracks and door windows.
 - i. Owner Provided Refrigerator, stove, oven and microwave **MUST** be clean, defrosted and **plugged in**, running at normal settings.

4. A fee will be charged for cleaning and repairs done at the owner's expense. See the [Fee Schedule](#) for common charges. As a courtesy to residents, we will take care of any items listed on the fee schedule at a 10% discount, provided you notify us 10 business days before the later of either your move out date or the end date of your lease. You must pay with cash or another approved method for this.
5. **Utilities:** The owner will have gas, electricity, water and garbage transferred into the owner's name on the move-out date or the last business day before the move out date if it is on a non business day. You must notify the utility company of your new address prior to move out in order to assure that you will get your deposit back on the utilities. Phone, Cable and internet and any other service (security system, extermination, etc.) must be discontinued as of your move out day.
6. On the day of the move-out, you may choose to be present at the owner's inspection. If you choose to be present, it will occur immediately after you turn the keys (and garage door openers if applicable) over to the owner. If you choose not to be present at inspection, it will still be necessary for the owner or a representative to meet you at the property to do a quick walk through and pick up the keys. Please provide the owner with a forwarding address so that your deposit may be returned. Please schedule the key turn-over, and inspection (if you choose to be present) at least 24 hours in advance with the owner. Note that the inspection may result in charges to you.
7. Once the inspection is complete, you will be notified of any charges within 10 business days. Your deposit (minus any charges) will be returned to you within the timeframe specified in your lease. If your charges exceed your deposit, you will be billed. Defaults on any bill will be communicated to credit agencies.
8. Other items: Fill out a change of address kit with the USPS. This can be done on-line.
9. We hope your experience in a Sustainnovators property was enjoyable, and that you will recommend us to your friends!