



Vacating Procedure Form

I/We understand the following steps must be completed before the move-out inspection. If the property located at _____ is not returned in the same condition at the time I/We moved in to the property, the deposit may be used to repair and/or clean the home.

Step 1: THIRTY DAYS PRIOR TO VACATING THE PROPERTY IN WHICH YOU LIVE, YOU MUST PROVIDE THE LANDLORD A WRITTEN 30 DAY NOTICE. This notice should be given prior to the expiration of your lease agreement. Arizona law states that rents are by calendar months. Example if your lease ends May 31st and you wish to vacate, your notice needs to be in our office by May 1st. Move Outs are **NOT** pro-rated.

Step 2: At the time you vacate the property it must be left clean, undamaged and in a rentable condition as defined below. NOTE: There will be charges for items on the list that are not completed, for any damage to the property, and for any fixtures/appliances that are missing.

1. Remove all paper, debris and garbage.
2. Dust and vacuum throughout.
3. Clean all hardwood or tile floors.
4. Clean walls and woodwork. (Some touch up paint may be required, do not use old paint if found within the home for touch up as it will cause more damage. If you do not have experience in painting, please leave the paint in the condition it is in and allow for management to deduct any costs for professional painting out of your deposit)
5. Defrost and/or clean all appliances (where applicable)
6. Clean all cupboards inside and out.
7. Clean all sinks and countertops.
8. Clean oven/stove inside and out then replace drip pans with same size drip pans as existing.
9. Clean all bathrooms including toilets, tubs, showers, sinks, mirrors, fixtures, medicine cabinets and floors.
10. Clean all vents, exhaust fans and replace **AC Filters**.
11. Wash all windows inside and out.
12. Clean all patios and storage closets.
13. Have all light bulbs throughout in working order.
14. Clean and have running the pool with all of its fixtures and/or attachments. (where applicable)
15. Mow and edge yards, pull weeds, trim shrubbery and rake rock. (where applicable)
16. Clean **ALL CARPETS PROFESSIONALLY** and submit a receipt to management/inspector.
17. **Empty all Garbage Cans, and place outside garage** (A \$100.00 fee will be assessed for full garbage cans)

Step 3: Contact management to set a date for the final inspection of the property. This is to be done on or before the last day of tenancy in the last month of rent paid and must be completed during normal business hours. **ALL UTILITIES MUST BE ON FOR THE INSPECTION.**

Step 4: Turn over ALL keys, garage openers and transmitters, where applicable, to management or inspector.

Step 5: Your refund will be mailed to you within 14 business days; a forwarding addressing will need to be provided to management to ensure timely mailing.

Tenant Signature(s)

Date