



2307 Hartford Highway Suite 5
Dothan, AL 36305
334.677.7650
Telephone: (334) 677-7650
Fax: (334) 673-7686

CHECK OUT LIST

Date: _____

1. Office must have 30 day written notice as to check out date. This Form serves as written notice.
2. All utilities must remain on for at least 48 business hours AFTER date of checkout in case of repairs or cleaning. Otherwise, deposit will not be disbursed until the bill comes from the utility company for reconnection.
3. Stove, oven, and range hood to be cleaned inside and out, including removing front panel or drawer and wiping underneath. This is often overlooked. Drip pans should be replaced by tenant or there will be charge for a service call and the cost of materials.
4. Clean refrigerator and freezer inside and out, including removing front grill, wiping underneath and cleaning defrosting tray.
5. All light fixtures should be washed, including entrance, storage room, closets, garage and patio. Replace burned out bulbs (including spotlights). If not cleaned and bulbs in working order there will be a charge for a service call and the cost of materials.
6. Sweep patio, entrance and garage/storage room areas.
7. Clean dishwasher (especially around door seal), counter tops and sinks in kitchen.
8. Wipe out all cabinets and drawers. Use furniture polish on wood stain cabinets and drawer fronts.

9. Tubs and sinks in bathrooms are fiberglass and should be cleaned with a non-abrasive cleanser (Softscrub, Scrubfree, Liquid Comet...). Clean mirror and disinfect commode.
10. Clean filters in washer and dryer. Wipe exterior of units and interior of washer to remove all soap residue. Clean floor underneath washer/dryer. Wipe off top of hot water heater.
11. Replace air conditioning/heater filters (same size in use now). Filters can be purchased at Wal-Mart for under \$10.00 or management will have this done for the cost of a service call plus materials.
12. Clean vinyl floors in bathroom and kitchen. Remove stains and marks.
13. Wash windows (inside & out & secure screens), windowsills, walls, doors and woodwork. Pay special attention to areas around light switches, hallways and doors.
14. Carpets must be thoroughly vacuumed for preparation to be professionally shampooed. (Please see your Lease Agreement)
15. If furnished: polish furniture, vacuum sofa, chair, and bedding. Wash mattress pads- if applicable.
16. Yards must be mowed, raked, edged and bushes trimmed. Flowerbeds must be cleaned out. If garden area is put in, it must be reseeded.
17. Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
18. All nails, hooks, screws, etc., should be removed from the walls. You should not try to spackle holes and touch up paint as it will not match.
19. Any Satellite Dishes must be removed from the property this includes the pole that it is attached to.
20. This is not intended to be a complete list, just a list of items to assist you with the move-out process
21. **Rent will continue until all keys have been returned to d.Ream Properties- please do not leave keys inside property as we will not know you have vacated the premises, Turn in all keys during business hours to include mailbox keys, garage door openers and any needed receipts. Please be reminded to provide our office with your new address.**

Thank You for Your Business!!!