



VACATING INSTRUCTIONS

General:

1. All walls should be washed and marks removed, including streaks above heaters. (If you have painted to a color other than what was on the walls at the time you took occupancy the walls must be repainted to the original color).
All holes/nail holes not preexisting shall be filled properly and painted to match so the areas cannot be detected.
2. Carpets, drapes and blind cleaning: The carpets are to be professionally cleaned prior to turning in the keys. If the carpets are not professionally cleaned prior to turn over, they will be professionally cleaned and the cost will be deducted from your Security Deposit. Receipt must be provided for proof of cleaning.
3. Windows (inside and out where accessible), sills, blinds, and window tracks should be cleaned.
4. All floors (ie linoleum) should be washed, free of dirt and grime, including under all appliances.
5. Remove dust on light fixtures, sills, shelves, etc.
6. Light bulbs should be replaced where needed. (There will be a labor/material charge for replacing bulbs).
7. Fireplace(s) cleaned of ALL debris.
8. Window and door screens should be in place, clean and repaired/replaced if needed.
9. All trash removed from the premises.

Kitchen:

1. Refrigerator should be defrosted, cleaned and left on
2. Range oven pans, broiler grills, grease containers and shelves completely cleaned.
3. Clean out all appliances
4. Dishwasher should be wiped down and checked for mildew (We suggest a vinegar rinse).
5. Cabinets should have all paper and utensils removed with shelves and drawers cleaned.
6. Exhaust fans and overhead lights should be free from grease and dirt.
7. Garbage disposal in working order.

Bathroom(s):

1. Tile should be washed and grout cleaned.
2. Medicine chest, cabinets, and drawers should be cleaned, including shelves and mirrors.
3. Tub, basin, showers and toilet should be cleaned and sanitized.
4. Mirrors and all fixtures should free of dust and cleaned.

Bedrooms and Closets:

1. Cleaned of all debris.



Yard Area (Front/Back):

1. Flower beds clean, lawn cut & edged. Weed appropriate areas.
2. Front & back doors washed of hand prints and dirt marks.
3. Decks and porches swept and cleaned.

Storage Locker/Sheds:

1. All personal items shall be removed
2. Flooring shall be swept and mopped if necessary
3. Remove personal pad lock.

Utility Checklist:

We have provided this utility list to remind you to transfer or cancel your services. When transferring or canceling services, make sure your account has a zero balance.

1. Contact the electric company to request a final reading
Smeco: 1-888-440-3311
Pepco: 1-877-737-2662
2. Trash service: If trash service is included in your rent make certain that all trash cans are emptied and stored in the proper locations. If not included please contact your trash company to remove the trash cans
3. Gas Service: Contact the gas company for a final billing
Washington Gas: 1-703-750-1000

Please contact our office at 301-885-8878 to arrange your move out inspection. The move out inspection must be scheduled at least 7 days in advance of your move out date. All door keys/mailbox keys/garage remotes must be turned in at the time of the inspection. Failure to turn in any keys/remotes etc will result in charges against your Security Deposit.

Your security deposit will be mailed to your forwarding address (or the property address if forwarding address is not provided) within 45 days after you have vacated the property.