



## Move Out Checklist

We hope that you have enjoyed your home and wish you the best as you relocate. If you wish to be present for the move out walk through please schedule a time with the office at (931) 538-6049. Below is a list of reminder to guide you through the move out process:

- 1 All account balances must be **paid in full** prior to your move out date.
- 2 All carpet must be **professionally cleaned and a receipt must be provided** prior to the move out.
- 3 Utilities must **remain active** in your name until your 30-day notice has been completed and you have turned in the keys.
- 4 Rent will be **charged every day until all keys are turned in** to the office.
- 5 All light bulbs, smoke detector batteries and thermostat batteries must be **properly installed and in working condition**.
- 6 The air filter(s) must have been **changed regularly and a new filter is present**.
- 7 All belongings are **removed from the interior and exterior of the unit**.
- 8 If a member of the United States Armed Forces on active duty, **please provide your PCS or Deployment Orders**.

**Millan Enterprises, LLC.**

(931) 538-6049 | millanenterprises.com | 126-A Main St., Clarksville, TN 37040

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**Please return the property back in the condition it was given.**

(We will be inspecting the property according to all cleaning requirements stated in your lease.. This is a guide and does not encompass all requirements. Please refer to your original lease agreement for a more detailed description.)

<b>Living Room</b>		<b>Completed</b>
Floors	Swept/Mopped	<input type="checkbox"/> YES
Carpet	Professionally Cleaned	<input type="checkbox"/> YES
Walls	Wiped Down	<input type="checkbox"/> YES
Baseboards		<input type="checkbox"/> YES
Light Bulb(s)	All Present and Working	<input type="checkbox"/> YES
Light fixture(s)	Cleaned	<input type="checkbox"/> YES
Windows	Glass & Sills Cleaned	<input type="checkbox"/> YES
Blinds	Present and Good Condition	<input type="checkbox"/> YES
<b>Kitchen</b>		
Floors	Swept/Mopped	<input type="checkbox"/> YES
Walls	Wiped Down	<input type="checkbox"/> YES
Baseboards		<input type="checkbox"/> YES
Light Bulb(s)	All Present and Working	<input type="checkbox"/> YES
Light Fixture(s)	Cleaned	<input type="checkbox"/> YES
Fridge	Cleaned	<input type="checkbox"/> YES
Freezer		<input type="checkbox"/> YES
Stove	Cleaned	<input type="checkbox"/> YES
Oven		<input type="checkbox"/> YES
Microwave	Cleaned	<input type="checkbox"/> YES
Dishwasher	Cleaned	<input type="checkbox"/> YES

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Counters Cabinets	Wiped Down	<input type="checkbox"/> YES <input type="checkbox"/> YES
Sink	Cleaned	<input type="checkbox"/> YES
<b>Dining Room</b>		
Floors	Swept/Mopped	<input type="checkbox"/> YES
Walls Baseboards	Wiped Down	<input type="checkbox"/> YES <input type="checkbox"/> YES
Light Bulb(s)	Present and Working	<input type="checkbox"/> YES
Light Fixture(s)	Cleaned	<input type="checkbox"/> YES
<b>Bedroom</b>		
Floors	Swept/Mopped	<input type="checkbox"/> YES
Walls Baseboards	Wiped Down	<input type="checkbox"/> YES <input type="checkbox"/> YES
Light Bulb(s)	Present and Working	<input type="checkbox"/> YES
Light Fixture(s)	Cleaned	<input type="checkbox"/> YES
Closet	Free of Belongings & Cleaned	<input type="checkbox"/> YES
Door(s)	Wiped Down	<input type="checkbox"/> YES
<b>Bathroom</b>		
Floors	Swept/Mopped	<input type="checkbox"/> YES

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Walls Baseboards	Wiped Down	<input type="checkbox"/> YES <input type="checkbox"/> YES
Sink/Vanity	Cleaned	<input type="checkbox"/> YES
Toilet	Cleaned	<input type="checkbox"/> YES
Shower Bathtub	Cleaned	<input type="checkbox"/> YES <input type="checkbox"/> YES
Mirror	Cleaned	<input type="checkbox"/> YES
Light Bulb(s)	Present and Working	<input type="checkbox"/> YES
Light Fixture(s)	Cleaned	<input type="checkbox"/> YES
<b>Miscellaneous</b>		
Air Filter(s)	New and Installed Properly	<input type="checkbox"/> YES
(If necessary) Pest Control	Free of any infestation	<input type="checkbox"/> YES
(If necessary) Exterior Upkeep	Exterior of the property is maintained as stated in lease	<input type="checkbox"/> YES

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