



Move Out Instructions

Moving day is approaching and we want to make sure you are aware of your responsibilities as the tenant at move-out. We will do only one inspection after all the items on this check list have been completed. Please call our office to schedule your move out inspection.

Listed below are the steps we need you to complete for a stress free move-out. **Please know that we would prefer not to have to charge you for any cleaning and/or damages.** So, by completing these steps you increase the possibility of getting your full deposit refunded to you.

Remember, the home should be returned to us in the condition it was at move in.

1. Please have your carpets **PROFESSIONALLY** cleaned and submit proof of receipt to Wilson & Quarles Rentals. If you do not, you will be charged for a carpet cleaning.
2. Make sure all floors, grout, and baseboards are cleaned.
3. Clean all countertops and cabinets, interior and exterior-kitchen and all bathrooms.
4. Clean all bathtubs, showers (including doors), and toilets.
5. Clean all ceiling fans.
6. Clean the interior and exterior of all appliances.
7. Take care of lawn maintenance.
8. Supply and replace all light bulbs and smoke detector batteries, as needed.
9. Make sure all AC filters are clean.
10. All touch-up paint must match the current color, if not you must paint entire wall.
11. Please make sure all trash is removed from the interior and exterior of the home.

At the time of our inspection we will take into consideration the items listed on your Move In Condition Form, completed by you, at the time of your move in if on file in our office. Charges will be determined by a contractor after the walk thru is completed. Tenant will be notified of charges, if any, before the work is completed. Once we leave the property the locks will be changed.

We ask that you pay any past due amounts prior to move-out. This helps you to know that upon move-out you have satisfied your lease and do not owe a remaining balance. Please contact the office to find out if you have a remaining balance or any late fees. Please provide our office with your forwarding address for security deposit to be mailed. The management company has 30 days to return your security deposit to you.

If you have any questions regarding the above, please call our office as soon as possible

(865) 475-4645 or email at wqrentals@gmail.com