

MOVING OUT INSTRUCTIONS

At Blackstone Management, we want our tenants to have a smooth transition when moving from one of the properties we manage.

Tenants are required to give a 60 day notice prior to vacating any Blackstone Management property.

Moving can be stressful with everything to remember and organize, so we've created this helpful tool to help you stay on track. Please review the following instructions for a proper move-out and use the checklist provided. If you have questions, please call us at (240) 349-2117.



- When you finish removing all of your property and completed the cleaning requirements, our inspection will take place. At this time you must return the keys to our office. You are considered to be living at the property until the keys are returned to the Blackstone Management office. You will be responsible for rent payments until Blackstone Management receives keys and garage door remote (if applicable). **Do NOT leave keys at the property.**
- **You will not be able to re-enter the property after keys have been returned to our office.**
- The secret to having your initial deposit processed quickly is to leave the property in the best possible condition when you leave. The better you follow the checklists, the faster your deposit can be returned.
- Please fill all blanks on the **Tenant Forwarding Information form** attached. We will need this information to be able to return your deposit to you.
- If you vacate the property prior to the end of your lease term, you will still be responsible for the rent during the remainder of the lease. However, we will do our best to find a new tenant to lease the property.

MOVING OUT INSTRUCTIONS

CLEANING SPECIFICATIONS

- Remove all trash and personal items from the home and yard.
 - Clean all appliances thoroughly, including microwave, range hood, etc.
 - Clean sinks, cabinets and drawers
 - The carpeting must be professionally cleaned and the receipt turned in with the keys.
 - Wash all non-carpeted floors. Remove stains and marks.
 - Wash walls carefully. Pay special attention to areas around light switches, hallways, doors and baseboards.
 - Clean all windows. Secure all screens and remove cobwebs inside and out.
 - Make needed repairs to screens and screen doors.
 - Clean and disinfect the bathrooms thoroughly.
 - Repair (or have repaired) any damage you or your pets have caused.
 - Discontinue your phone services at least 24 hours before vacating.
 - If you are responsible for the lawn care, mow, trim and remove debris from the yard.
 - Make arrangements to have your trash picked up before you discontinue service.
 - Do not place trash and garbage in the recycling bins. This could incur a fine.
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MOVING OUT CHECKLIST

WALLS

- Clean Vents
- Vacuum cobwebs
- Dust above doors
- Scrub Walls
- Clean Baseboards

FLOORS

- Clean Vents
- Vacuum all Carpets
- Sweep non-carpet areas
- Mop/Scrub Vinyl
- Clean Carpets

DOORS

- Clean all Knobs
- Dust
- Clean Door Jam

BATHROOM(S)

- Clean Sink/Tub/Shower
- Scrub/Disinfect Toilets
- Clean Walls & Windows
- Scrub Floors

WINDOWS

- Clean Sills
- Blinds
- Windows
- Vacuum Tracking

KITCHEN

- Clean Refrigerator
- Stove Top & Burner Pans
- Oven
- Stove Hood
- Cabinets (in & out)
- Counter tops & Sink

OUTSIDE

- Grass Mowed
- Leaves Raked/Bagged
- Garden/Beds Weeded
- Concrete Degreased
- Lights Working
- Trash Hauled Away

Do not leave bags at the rental

MISC

- Clean Light Fixtures
- Sweep Porches
- Sweep Garage
- Sliding Glass Door
- Sweep Laundry Room
- Smoke Detectors/
Batteries

TENANT SURVEY

Please share your experience with us. We will use this information to better service all of our rental communities.

● **What is the primary reason you are moving?**

- Relocation for work
- Growing Family
- Purchased a home
- Don't like the apartment *(Please explain)*

Other:

● **Are there any other reasons that contributed to your decision to relocate?**

● **What did you like most about living at this rental community?**

● **What did you dislike most about living in this rental community?**

● **Please describe your experience while living at this rental community.**

● **If you could change one thing about this rental community, what would it be?**

● **Is there anything we can do to keep you as a great tenant?**



Thank you for taking our survey. Your input is important to us. We hope that you will think of Blackstone Management the next time you find yourself or someone you know in need of a quality rental home.

MOVING OUT FORM

TENANT FORWARDING INFORMATION

Please complete the form completely and legibly. We will need this information to be able to mail your deposit refund to you, if applicable.

Name: _____

Phone: _____

Email Address: _____

Address Leaving:
MOVING FROM

Forwarding Address:
MOVING TO

If you have any questions about this form or the moving out process, please call Blackstone Management at (240) 349-2117.

