

MOVE OUT CHECKLIST

In order to assist you in preparing you for your departure, the following list has been compiled to help answer any questions that you may have.

- » Remove all food from the kitchen. Remove all food from the refrigerator. Defrost the freezer if it is not a frost-free freezer. Clean the inside of the refrigerator thoroughly. Leave the refrigerator plugged in and set the temperature to low to prevent mold formation. Empty and wash ice trays and return them to the freezer.
- » Clean broiler, broiler pan, the inside of the stove, the stove top, and the area under the burners on the stove top. Clean range hood, inside and out. The insides of the oven must be cleaned thoroughly with oven cleaner.
- » Clean all kitchen cabinets and remove any shelf paper.
- » Clean all floors including the kitchen floor. Sweep all wood floors. Vacuum all carpeting.
- » Thoroughly clean the bathroom(s) including basin, toilet, tub, shower. Remove all mildew from tub or shower area.
- » Restore to original condition any walls on which you have installed wallpaper, which is in violation of the lease.
- » Repaint all walls which you have painted an unauthorized color. Touch up all scrapes to the common hall which you caused during move-out.
- » Remove any wall-to-wall carpeting or other floor covering which you have installed in violation of your lease and restore floors to the original condition when you took occupancy.
- » Turn off all switches for electric fixtures. All light fixtures must have working light bulbs in them when you vacate.
- » Contact BGE at 410-685-0123 to have the utility service removed from your name as of the final day of your occupancy.
- » Return all keys for your doors, mailbox, etc. to American Management at 2903 North Charles Street, Baltimore, Maryland 21218.
- » Please provide us your forwarding address so we can return your security deposit. You may send or fax your forwarding address in writing. If you have roommates, we will send one check to one of the tenants.
- » Any damage to the halls or exterior of the property which is caused by the movers, or you, in the process of moving in or out will be deducted from your security deposits.
- » All items, furniture, trash, (in short, everything) must be removed from the interior of your dwelling unit and the exterior of the property. You will be charged if we have to pay someone to haul off any of your



belongings or any of your trash from the property. All trash must be put out just before the City pick up. Any trash which is not put out on the proper day, or not packaged properly for the City collection and which is left on the property, you will be charged for removal from the property.

If any items on this list have not been taken care of, charges will be made against your security deposit. Charges will be assessed for any damage to the property that exceeds the definition of normal wear and tear. Your security deposit will be forwarded to you with an itemization of deductions, if any, provided that you have fulfilled all other terms and conditions of your lease. With your cooperation, we should have no problems.

Since you have notified us that you will be vacating, we will be placing your dwelling on our list of available properties for rent. It may be necessary for us to bring prospective tenants over while you are still residing there. We will make every attempt to give you as much advance notice as possible.

At the time of vacancy, American Management will do a walk through inspection of the property which includes photographs. You have the right to be present at the time of the inspection if you so choose. Please contact the office to make the necessary arrangements.