



Move Out Information & Checklist

Move-out Checklist

All good things must come to an end. While we're sad to see you go, this move-out checklist should prove useful as you prepare to leave your Ramona Property Managers rental.

NOTICE OF INTENT TO VACATE If you wish to leave your residence, you'll need to refer to the terms outlined in your lease. Certain fees may apply if you choose to break your lease. Please be sure to provide written notification of us your intent to vacate the premises, respecting the timeline in your lease. **[Click here to complete the 30 day notice to vacate your property.](#)**

SECURITY DEPOSIT: We will return your security deposit to you within 21 days from the date possession was returned to the office. Please note, any fees, back rent, and repair costs will be deducted from the security deposit.

Remember, you cannot use your deposit as your final month's rent. If you fail to pay rent for the last month of your stay, your delinquency maybe reported to the appropriate credit bureaus. We may also pursue legal action for back rent owed.

PROPERTY CONDITION You are responsible for returning your property to **rent-ready condition**. This includes addressing the following elements:

Cleaning: Your unit must be thoroughly cleaned and sanitized. Please pay special attention to the kitchens and bathrooms, wiping countertops, cabinets, and appliances. You also need to vacuum and professionally shampoo carpeted areas, wash windows, and remove all refuse from the property. Any garbage left behind may result in an additional fee.

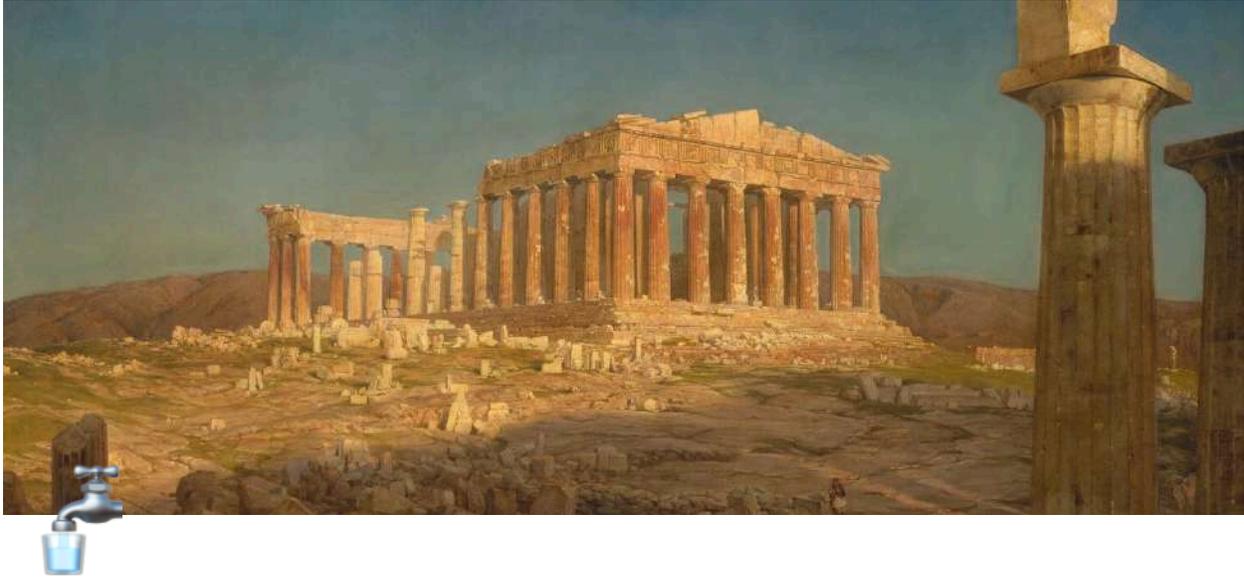
Landscaping & Outdoor Areas: You must also return your outdoor living space to its original condition. Please ensure you've addressed all landscaping responsibilities, including mowing the lawn, weeding flowerbeds, and replacing old lightbulbs.

Repairs: Please be sure to address any damage that has occurred during your stay. This includes patching holes left from nails and screws, replacing lightbulbs, and painting, where necessary. If your residence has substantial damage, contact our offices for assistance.

Read Next

 **WHAT IS RENT READY CONDITION**

Click Here to return to RamonaPro.com



WHAT IS RENT READY CONDITION

When vacating the property you must submit your intent to vacate in writing using the **Notice to Vacate** form at least ***30 Days Before*** the end of your lease.

After submitting your Notice to Vacate we will respond within 48 hours, by phone or by email, acknowledging we received your notice and provide you an opportunity to schedule a Pre-Move Out Inspection.

Please note that Ramona Property Managers does not schedule any inspection with a tenant after possession is returned.

DEPOSIT RETURN

Pre-Move Out Inspection

Tenants have the legal right to request an initial inspection of the unit, and the right to be present during that inspection. Upon your request, Ramona Property Managers will make an initial inspection of your unit at a reasonable time

approximately 2 weeks after you submit your Notice to Vacate, but not within 2 weeks of your date to move.

The purpose of this inspection is to allow you the opportunity to identify and correct any deficiencies in the unit in order to avoid deductions from the security deposit.

Possession is returned after ALL house keys, mail box keys, garage remotes, parking passes, entry fobs, etc, are returned to the office before 5:00 PM on the last day of your lease term. If your lease date ends on a weekend, you either need to drop items off earlier in the week during office hours or mail them to our office. All items should be placed in a padded envelope with your name, property address and your new forwarding address.

Returning keys constitutes vacating the property and allows us to begin processing your security deposit. If you fail to return your keys you will be considered a "holdover tenant" and in violation of your lease agreement and will incur costly penalties.

No later than 21-days after return of possession, you will be provided with an itemized disposition of security deposit, indicating the basis for, and the amount of any security deposit that was received and the disposition of such for any damage

INSTRUCTIONS & CHECKLIST

Transferring Utilities

Please contact your utility providers to do a final meter reading as of your last day of tenancy and make sure when you vacate all outstanding balances are paid in full.

Utility bills processed by Ramona Property Managers resulting in a final balance for your home will be deducted from your security deposit.

Please leave all utilities in your name through the end of your lease term, regardless of whether you move out sooner.

The cancellation date should be the last day of your lease term unless you receive approval from us to cancel earlier. Power should be transferred out of your name –

not disconnected.

Tenant Portal and Stopping Rent Payments

Ramona Property Managers does not have access to your portal. If you have your tenant portal on AUTOPAY, please be sure to deactivate your payment. Ramona Property Managers does not bill your account. If you do not deactivate your payment on time, your bank will send a payment even if there are no charges to your account. We are not able to stop a payment or transfer funds back into your account.

In the event this happens, Ramona Property Managers will refund your money via paper check within 10 days.

Final Inspection

Ramona Property Managers will conduct the final move out inspection once you have completely moved out and have returned all the keys to the property.

We will compare the Move-In Inspection you completed, to the current condition of the property

Please have the property in rent-ready condition by the end of your lease date as you will not be able to re-enter the property after that date.

Inspections are not performed with the resident.

Painting, Picture Hanger Holes

Please do not fill small holes in your walls with spackle or try to touch up the paint. Often times this makes the situation worse and requires us to fully repaint the walls (at tenant expense).

Thumbtack or pushpin holes are normally considered wear and tear. Screws, nails, picture hanging hardware is not.

Repairs

Repairs must be addressed before you return possession. **If you would like to do the work to remedy any identified deficiencies during the initial move out inspection, you must do so at your own expense and you agree to idemnify, defend and hold harmless the Owner and / or Ramona Property Managers, Inc.**

from any cost, liabilities, etc., which may result from your election to do this work. For your protection you should use only licensed and properly insured professionals.

Cleaning

Dirt is not considered ordinary wear and tear under any circumstances. Please consider hiring a professional cleaner if you feel you will not have the energy or time to properly clean the property. You should provide the cleaner with this checklist to ensure they get everything.

Please let us know if you'd like a recommended cleaning service.

Carpet

All carpet must be professionally cleaned and stains treated, with receipt given to us before the last day of the lease term (no Rug Doctor/self-cleaning is allowed).

If you have had a pet or animal on or in the property you are required to have the carpets treated for pet stains and odors regardless of the carpet condition. As well as have the home professionally treated for fleas by a pest control company.

General Cleaning List

Replace all burned-out light bulbs and batteries on smoke/CO detectors (This will avoid a labor and bulb/battery charge)

Repair damage caused to the property (e.g. torn screens, broken windows, clogged drains, etc.)

If you can't get the repairs done before you leave, let us know so there are no surprises.

Absolutely no garbage is to be left at the property. Do not leave a trash can full, or trash stacked on the curb. Make arrangements to have trash picked up before you discontinue service. If you don't, we will have to send a hauling company to remove it at your expense.

Remove all personal items from the property

Remove all marks from walls

Dust all blinds/window coverings/ceiling fans

Dust all window sills/tracks, baseboards, light fixtures, and fans

- Clean all floors including under all appliances
- Remove fireplace debris and vacuum (if applicable)
- Remove cobwebs from ceiling, windows, corners, behind doors and on chandeliers/light fixture

Kitchen

- Wipe down walls, backsplashes, and cabinetry
- Sweep and mop floor
- Clean sink and drain
- Clean outside and inside of the oven (replace drip pans if needed)
- Clean stovetop, control panel, and dials
- Clean microwave inside and out
- Clean outside of all appliances
- Wash all countertops
- Clean outside and inside of refrigerator including freezer and top
- Remove all racks, shelves, and drawers, and thoroughly clean all surfaces, then replace racks.
- Clean all cupboards and drawers inside and out
- Wash stove hood, remove and wash filter and light

Bathrooms

- Clean bathtub and/or shower including fixtures
- Clean sink and faucet fixtures
- Clean all tile and grout
- Mirrors, medicine chest, cabinets, drawers should be cleaned and all items removed
- Clean and sanitize the toilet – top, bottom, inside & out
- Wash or mop floor

Bedrooms

- Remove all items including hangers
- Vacuum carpets, including edges or mop
- Clean windows, sills/tracks, and blinds or window coverings

Garage/Carport/Parking

- Remove all personal items
- Sweep floor
- Remove any auto fluid stains with appropriate cleaner

Yard / Exterior

- Weed appropriate planting areas and remove dead leaves and debris
- Mow lawn and edge
- Trim hedges and shrubs
- Sweep walks, decks and patios
- Remove all pet waste and repair related damage
- Remove debris and/or personal items