

MOVING OUT

GUIDE

Everything you need to
know about moving!



CLB PROPERTY MANAGEMENT
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Resident

Move Out Checklist

Dear Valued Tenant,

We want to take this opportunity to convey our profound gratitude for selecting CLB Property Management as your trusted partner in the world of rentals. Your decision to rent with us is greatly appreciated, and it brings us immense joy to have you as a part of our community.

We genuinely hope that your experience in our property has been nothing short of delightful, and that it has become a place you can truly call home. Should you ever find yourself with questions or in need of assistance, please know that our doors are always open, and we're just a call or email away. Your comfort and satisfaction are of paramount importance to us, and we're here to ensure your time with us is exceptional in every way.

As you plan for your move-out, we've prepared a comprehensive moving-out guide to assist you in the process. This guide not only provides helpful insights but also valuable tips to ensure you're well-prepared and can maximize the return of your security deposit. We encourage you to give it a thorough read to make your transition as smooth as possible.

Once again, thank you for choosing us.

Warmest regards,

CLB Property Management



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Do a General Clean

As your move-out date approaches, we want to provide you with some helpful guidance on ensuring a smooth transition and preparing your rental home for its next occupants. One crucial aspect of this process is conducting a thorough cleaning of the property. Here are some steps and tips to consider if they are applicable to your situation:

Check and Clean Walls, Windows, and Floors

- Walls, doors, and trim - wipe down all surfaces and ensure they are undamaged. Any painting should be done corner to corner or done by a professional. Improper painting or patching could cause a deposit deduction.
- Hardware- make sure all hardware is still in place and functional, including door knobs, blinds, shower rods, door stops, towel bars, closet door guides, etc.



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Maintain the Outside of Your Home

- Driveways- leave driveways and garages free of oil stains. If necessary, have your driveway power-washed.
- Landscaping- have the lawn mowed, edged, and weed controlled. Do not forget to trim trees up to 6 feet high, hedges, and shrubs to be one foot away from the home.
- Pest Control- ensure pest control service has been scheduled within the last three months of residency.
- Home Exterior- if your home had window screens at the start of your lease, make sure they are in good condition. If you had a satellite dish mounted, please have it professionally removed.
- Pools- if applicable, ensure that any pool alarms and provided equipment are still in place and functioning properly. Verify that all gates, pool fences, and other access points to the pool are closed.

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Do a Final Check

On move out day, take a final walk through your home to make sure you have taken all your belongings and left the home clean and clear. Make sure you don't leave behind any boxes, trash, paper, or other items.

- Install new HVAC air filters.
- Leave the home clear of any and all items.
- Replace any light bulbs that are not working.
- Ensure all personal property, furniture, and trash is removed from the home.
- Replace batteries in smoke detectors and Smart Home equipment, if needed.
- All keys and any remotes need to be dropped off at the CLB Property Management office.

Security Deposit Guide

We may use some of your security deposit to restore your home to the way it looked and functioned when you moved in, assuming normal wear and tear.

Expect to receive your refund to the forwarding address you provide within 30 days after return of possession date. An itemized statement of deductions and your deposit return will be sent to you within 30 days of moving out of your home. Please contact us if you don't receive your security deposit within the 30 days.

All homes age with use, so you are not liable for natural aging of the home. Items considered normal wear and tear include:

Normal Wear and Tear

- Minor scuffs in flooring
- Traffic patterns in carpet
- Small scratches in the paint
- Small nail holes from pictures

Your deposit will only be deducted from damages caused to the property that are more than reasonable wear and tear. Examples of items that will be deducted include:

Deducted

- Large holes and drywall repair
- Large stains in carpet/flooring
- Large scratches in the paint
- Excessive lawn overgrowth

Planning Ahead

Plan Ahead to Make Your Move Easy

- **Forward Your Mail**

Arrange via usps.com to have your mail forwarded to your new address.

- **Cancel Utilities & Services**

Make sure you have canceled all services in your name (internet, electricity, cable, etc.) before you move.

- **Organize and Label Your Boxes**

Before you start packing, make sure you have tape, boxes, packing paper, markers, and labels.

- **Schedule Movers Ahead of Time**

Use a reputable moving service or ask someone to help you with your move.





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