

# Terra Realty & Management Group, Inc.

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[www.terrarealtysa.com](http://www.terrarealtysa.com)

## Tenant Move-Out Instructions

1. Sweep and mop all floors including garage, front porch/patio - (\$10 and up)
2. Clean out and wipe inside & outside of all cabinets & drawers - (\$10 and up)
3. Replace any burned-out light bulbs and all smoke alarm batteries - (\$2 to \$4 each for replacement)
4. For bathroom vanity lights, make sure "Vanity" bulbs are used and not regular light bulbs - (\$3 each for replacement)
5. Replace A/C filters - (\$7 each for replacement)
6. Replace stove burner "drip pans" - (\$25 to \$45 replacement)
7. Clean all appliances - (\$10 and up each)
8. Replace any broken and/or smoke-damaged mini blinds or vertical blinds - (\$30 to \$100 for replacement)
9. Replace stove "vent" filters - (\$25 each)
10. Replace missing and/or damaged toilet paper holders - (\$25 each)
11. Replace missing and/or damaged towel racks - (\$25 each)
12. Clean all ceiling fans - (\$25 each)
13. Mow, edge & trim the yard - (\$40 and up)
14. Remove from property any and all personal items; do not leave any trash inside the unit; and do not pile on curb side. - (\$75 and up for removal)
15. Satellite dishes: If you had a satellite dish installed, remove it, patch holes and haul off - (\$50 to remove & haul off)
16. Patch any large holes caused by tenants - (\$25 and up)
17. **PET OWNERS:** Make sure to remove any and all pet waste, and then professionally de-flea, both inside the unit and in the yard (tenant must provide a copy of receipt upon move-out)
18. **CARPETS WILL BE CLEANED PROFESSIONALLY THROUGH TERRA REALTY AND CHARGED BACK TO THE TENANT AFTER MOVE OUT.**
19. **MAKE SURE ANY AND ALL OUTSTANDING BALANCES ARE PAID IN FULL. (If not paid, you can be charged up to 3x the amount.)**
20. **RETURN UNIT KEYS TO TERRA REALTY (\$25 for unreturned keys) and RETURN MAILBOX KEYS TO THE POST OFFICE.**
21. **DON'T FORGET TO LEAVE YOUR FORWARDING ADDRESS.**