



## Move Out Checklist

Oh no! We're sorry to see you go! Here is a comprehensive checklist to use at the time of move-out to insure nothing is missed:

- Be sure that your home is cleaned thoroughly. Common missed items are:
  - Inside cabinets and drawers, baseboards, air filters, inside and outside of appliances, ceiling fans, and window sills.
- If your home has carpets, have them cleaned by a *professional* company. Please provide Milton Realty Group with receipt of this service to insure we do not have this service completed a second time.
- Have all utilities scheduled to be out of your name on your lease end date to avoid any additional bills acquired while you are no longer living there. This also applies to mail/subscription services coming to the home. Provide your forwarding address to the post office and other companies to be sure your mail and packages do not get sent to your previous address.
- On Move Out day, turn the main water shut-off valve off to the home. Please call our office if you have difficulty finding this valve.
- Return keys to Milton Realty Group located at 107 W Front St. Lillington NC. If it is after business hours or on the weekend, secure keys in an envelope with your *NAME ONLY* on the envelope and slide them into the mail slot in the front door. Also include your forwarding address inside this envelope for security deposit purposes. If it is during business hours, please disclose this information to us upon key return.

You're all set! Your security deposit typically takes 30 (thirty) days to return, but may take longer if tenant related repairs are needed. Be sure to keep an eye on your email for correspondence from our team in regards to your security deposit return.