



## MOVE OUT CHECK LIST

This move out list describes how we expect your unit to be left and what our procedures are for you to receive a full Security Deposit. We expect you to leave your rental unit in the same condition it was when you moved in, except for normal wear and tear. Use this handy list when you are in the process of cleaning. These are the items that will be checked by Harrison Properties during the move out inspection.

### Kitchen:

- ✓ Clean oven, stove, counter tops and drip pans
- ✓ Clean refrigerator inside and out
- ✓ Clean the cabinets and drawers
- ✓ Wipe the walls around the range hood and switch covers
- ✓ Clean all appliances
- ✓ Remove all food from refrigerator and cabinets

### Bathroom:

- ✓ Clean bathtub, toilet, and sink
- ✓ Clean medicine cabinet, under vanity, inside drawers and closets
- ✓ Clean mirror, light fixtures, and switch covers

### Miscellaneous:

- ✓ Clean windows
- ✓ Wash down doors, trims, switch covers, and baseboards
- ✓ Make sure all belongings and debris are removed
- ✓ Make sure the carpets are free of stains and are shampooed
- ✓ Floors need to be mopped and swept
- ✓ If you have painted your unit without permission, you will be charged for us to have it professionally repainted
- ✓ Replace all burned out light bulbs
- ✓ Replace batteries in smoke detectors and carbon monoxide detectors, if needed
- ✓ If extermination is necessary, you will be charged accordingly
- ✓ Make sure the unit is fully secure when vacating

### Utility Bills:

- ✓ Do not disconnect your Delmarva account. Call us 2 weeks before moving so that we can transfer utilities into the name of Harrison Properties Ltd.

### Mail:

- ✓ Visit [www.usps.com](http://www.usps.com) to change your mailing address.

### Special Pick Up:

- ✓ If you need to schedule a special trash pick-up, contact the City of Wilmington. You will need to call (302) 571-4320 #2 to pay the \$25 fee and (302) 576-3878 #4 to schedule the date of pick up. Please call to schedule 4 weeks prior to your move-out.

Once you turn in keys, the property will be inspected for compliance to determine any damages to the unit and if any, they will be charged out accordingly. You will be notified of any charges and/or your security deposit will be accounted for within 20 days after possession was received.

Thank you for being a Resident with Harrison Properties!