



## We Rent Homes

(719) 445-7172  
www.allcountycs.com

Dear Valued Residents:

We hope you have enjoyed living in your current residence. In order that we may mutually end our relationship on a positive note, you assumed occupancy and found your property clean and ready to occupy unless otherwise stated in your move-in inspection report. Except for normal wear and tear, you are required to leave it in the same condition as it was when you moved in.

### Move Out Check List

#### OUTSIDE

- \_\_\_\_\_ Yard recently mowed and all weeds removed.
- \_\_\_\_\_ Lawn watered and green, if it has been neglected a quote to revive it will be obtained from a professional lawn service and deducted from your security deposit.
- \_\_\_\_\_ All Animal droppings have been removed. **Do Not Leave Anything Behind.**
- \_\_\_\_\_ Trash and debris removed from premises. **Do Not Leave Anything Behind.**
- \_\_\_\_\_ Clean up any oil spots left in garage if applicable. The garage must be cleaned of all debris, cobwebs, and dust. Please double check!

#### INSIDE

- \_\_\_\_\_ Carpet professionally cleaned by a truck mounted steam cleaning vendor and receipt provided. If you have pets and a pet treatment is required ensure you discuss this with your carpet cleaning vendor.
- \_\_\_\_\_ House cleaning to include:
  - \_\_\_\_\_ Clean the refrigerator, which includes defrosting, washing completely inside and out.
  - \_\_\_\_\_ Clean outside door of dishwasher and inside which includes any buildup of impurities along stripping and throughout the dishwasher.
  - \_\_\_\_\_ Clean entire range and vent hood: including oven, stovetop, under burners and rings, drip pans, bottom drawer and washing outside.
  - \_\_\_\_\_ Clean inside of windows, window sills, glass, mirrors, glass doors, and dust blinds.
  - \_\_\_\_\_ Wipe down all doors inside and out. Don't forget along the top of the door and door frames. Don't forget the closets and closet shelves.
  - \_\_\_\_\_ Clean out fireplace and any area surrounding the fireplace. If it is a wood burning fireplace it must be cleaned out.
  - \_\_\_\_\_ Wash down walls in kitchen and bathrooms as well as any marks in any other room. All bathroom cabinets and drawers must be cleaned.
  - \_\_\_\_\_ Vacuum the carpet and sweep and mop the vinyl, wood floors or titles. Make sure your mop is clean and does not leave streaks.
  - \_\_\_\_\_ Sweep out storage areas, garages, porches and balcony. Ensure you clean and remove everything under the porch.
  - \_\_\_\_\_ Dust ceiling and corners for cobwebs. Dust; wipe down baseboards heaters, light fixtures, ceiling fans, bathroom fans and the vents.
  - \_\_\_\_\_ Dispose of trash. **Do Not Leave Anything Behind To Be Picked Up, Disposed of or Hauled Away.**
  - \_\_\_\_\_ Wipe down washer and dryer. Clean lint trap to clothes dryer
  - \_\_\_\_\_ CO detectors installed by All County Property Management must be left in property.
  - \_\_\_\_\_ Repair/Replace all torn or missing window screens.
  - \_\_\_\_\_ Change AC and furnace filters.
  - \_\_\_\_\_ Replace "all" burned out bulbs.
  - \_\_\_\_\_ All keys and/or garage door remotes returned to All County Property Management.

**Please remember that in accordance with your lease an increased Rent will be charged for each day(s) until keys and remotes are returned.**

#### SPECIAL NOTES

- Request a final meter reading for utility services. Don't forget to cancel all newspapers subscription, and send the post office a change of address form. **\* DO NOT TURN OFF THE UTILITIES, PLEASE ENSURE THAT THE UTILITY COMPANY TRANSFERS THEM BACK INTO THE OWNERS NAME\***
- Once you have cleaned your residence and removed all your belongings, please call the office at **719-445-7172** to arrange for a time to return all keys and remotes.
- Please be prepared to give us your forwarding address where we may mail your security deposit. The Security deposit will be returned within 30 to 60 days per the arrangement stated on the rental agreement. If any deductions are made (for past due rent, outstanding invoices or because the residence is damaged or not sufficiently clean), they will be explained in writing per Colorado State Law.

It has been wonderful having you as a tenant and we wish you many years of happiness in your new residence.

Sincerely,

All County Colorado Springs Company - Property Management