



## Tips & Requirements for Successful Move-Out

We hope you have enjoyed your time renting from Disciple Property Management (DPM) and we want to equip you for a successful move-out!

- CLEAN home and property thoroughly. *Helpful guidelines are attached.*
- RETURN all keys, garage remotes, pool keys, etc., to DPM office on your Move Out date. *If you are dropping off keys, etc. after hours, please leave any garage/fan remotes on your kitchen counter and **do not try to put remotes in the Drop Box.***
- CALL PROFESSIONALS for carpet cleaning.
  - A copy of the receipt must be submitted to DPM at key return.
  - We recommend the following:
    - Stricks Carpet Cleaning - 912- 532-9352 (Caters to Hinesville, Midway and Richmond Hill areas)
    - Tri Star Carpet Cleaning - 912-884-4090
    - Tenacity Clean LLC - (912) 604-1421 (Services several areas including Pembroke)
    - Crystal Clear Cleaning Company - 912-898-0050 (Does Not Service Richmond Hill)
  - ***We highly suggest scheduling for your carpet cleaning service well in advance of move out, as vendors will likely be booked up the closer you are to your move out date.***
  - *Be careful hiring carpet cleaners based on low rates only. Many of them do an inferior job, which means after Move Out we will have to hire our trusted and proven vendor and then bill you for the additional service.*
- A PROFESSIONAL FLEA TREATMENT is required if you have a pet.
  - You may schedule your own vendor OR
  - You can schedule directly with Preferred Pest Control (912-236-5135). **Please notify DPM at [Info@DisciplePM.com](mailto:Info@DisciplePM.com) if you will be scheduling with Preferred Pest Control.** As they are our recommended vendor, cost will be charged through your tenant portal for payment.
    - With the advice of our vendor, we recommend scheduling service in advance of your move out to allow the treatment to work most effectively.
    - Please provide your receipt when keys are returned.
- SECURE the home, leaving all the doors locked, please.
- **Leave all utilities ON for 3 business days following keys being turned in to Disciple Property Management. This is necessary for DPM to fully inspect the property for fastest resolution with your Security Deposit. There will be a \$150 fee added if utilities are turned off prior to those 3 business days.**
- LEAVE no trash behind at your house, please, even in the can. Disciple Property Management unfortunately cannot be responsible for getting your trashcan to the street.
- GIVE DPM your forwarding address at key return, so we can refund your Security Deposit!
  - Security Deposit may take up to 30 days to be refunded.
  - Any repairs, re-painting, trash removal, cleaning, and/or any expenses that are attributed to restoring the home and property to its condition prior to your tenancy will be deducted from your Security Deposit, so for your benefit and ours, leave the property in great condition!



### **Tips & Requirements for Successful Move-Out Continued**

- A "walk through" of the property prior to move out with a DPM representative is not necessary. A Move Out Inspection will be conducted within 3 business days following receipt of your keys. Per office policy these inspections are conducted without tenants or homeowners present.
- IF you turn in keys before your Lease End Date, you are surrendering the property. However, even if keys are turned in early, tenants are still responsible for all lease terms through the Lease End Date.

### **Update Your Auto-Payments**

If you have auto-payments set up, please be sure to update those so that your monthly charges do not continue to be auto-deducted after your lease ends. Disciple Property Management does not have access to make payment changes to your Tenant Portal or your bank account.



### **Professional Cleaning Options**

**If thoroughly cleaning your rental home while you are moving sounds too stressful, you are not alone! We recommend that you enlist the services of a reputable cleaning service.**

#### **We recommend:**

- Marcia Sanchez, 912-210-6313
- Crystal Clear Cleaning Company - 912-898-0050 (Does not service Richmond Hill)
- Stricks Carpet Cleaning - 912- 532-9352 (Caters to Hinesville, Midway and Richmond Hill areas only)

#### **Helpful Guidelines for leaving home and property clean**

- Remove all personal items and trash from the home and yard.
- Clean appliances thoroughly inside and out. (Refrigerator, stove, oven, vent-hood, dishwasher, etc.)
- Clean and disinfect the kitchen and bathrooms. Wipe out cabinets.
- Check the attic to make sure that all of your items are removed.
- Wipe down all blinds in the house.
- Mop all vinyl and wood floors, removing all marks.
- DPM does NOT recommend that you touch-up paint. (If it does not match perfectly - and it likely will not - you will be charged to repaint the entire room.) Tenants are still responsible for charges if paint has wear and tear beyond expected limits.
- Please do not use Magic Erasers on walls. They generally create a more expensive repair.
- Clean baseboards.
- Replace any cracked or missing phone or TV wall plates, or outlet covers.
- Clean all windows and reattach screens.
- Clean all fan blades and wash globes as needed.
- Mow, trim, and edge the yard prior to Move Out.
- All air filters must be cleaned or replaced.
- Refrigerator filters must be changed when required. You will be responsible for damages incurred if filters are not changed within a timely manner.
- Turn off the ice maker, and empty any existing ice.
- All smoke alarms must be in working condition.
- Remove all satellite dishes installed during tenancy.
- Carpets must be PROFESSIONALLY cleaned and deodorized to our standard, and a RECEIPT IS REQUIRED.
- Please know that fair wear and tear of the property during your tenancy will be taken into consideration.

**Please be sure to follow up with our Detailed Move Out Cleaning Checklist**

Supplement to "Tips and Guidelines for a Successful Move Out"



## Detailed Move Out Cleaning Checklist

*Supplement to "Tips and Guidelines for a Successful Move Out"*

### Entire Dwelling:

- Remove all of your belongings.
- Repair any minor damage you caused. If substantial, hire a professional to fix it.
- Remove all garbage and clean trash receptacles. All trash must be removed from the premises.
- Smoke alarms must be operational; replace batteries as necessary.
- Clean fireplace, hearth, and mantle; remove ashes and debris.
- All plumbing is to be free of any blockages.
- Repair pet damage. **For flea treatment requirement see "Tips & Requirements for Success Move-Out" handout.**
- **Leave all utilities ON for 3 business days following keys being turned in to Disciple Property Management. There will be a \$150 fee added if utilities are turned off prior to those 3 business days.**

### Windows, Glass and Patio Doors:

- Clean all window and door channels and frames thoroughly. Pay attention to the corners.
- Clean door screens and tracks.
- Clean all interior and exterior window panes and glass doors and leave free of streaks and dirt.
- Clean all mini and vertical blinds one by one. Clean all window sills and curtain rods. Clean all drapes and valances.
- Replace broken or missing window panes and screens.
- Replace all damaged or broken window coverings.

### Floors:

- All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned and washed per manufacturer directions. All non-carpeted floors must be cleaned, mopped and free of dirt and grime.
- DO NOT use bleach or ammonia-based cleaners on laminate or hardwood floors as these cause damage to the floor. Only use a damp mop when mopping these types of floors.
- Vacuum all carpeting in preparation for professional carpet cleaning. **Receipt of professional carpet cleaning must be submitted to DPM when keys are turned in.** (*Vendor recommendations available on Tips and Requirements for a Successful Move Out handout.*)

### Doors:

- Clean front door inside and out.
- Both sides of all doors including closets must be cleaned and free of any grease, grime, crayon or marker, scuffs, or hairspray residue.
- Remove all unauthorized bedroom locking doorknobs installed by tenant.

### **Light Fixtures / Ceiling Fans:**

- Remove all globes, fixtures, etc., and clean inside and out. Replace any broken globes.
- Ensure that each fixture has the correct type of bulb in it. (Wattage, dimmer, flood light bulbs, etc – whatever is appropriate for the fixture.)
- Clean ceiling fan blades (top and bottom) as well as the base of the fans.
- Lightly sweep the ceiling around the ceiling fan to clear dust from that area.

### **Walls / Ceilings:**

- Lightly wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold or grime. All crayon and/or furniture marks must be removed as well.
- Remove all nails, screws, etc., used to hang anything. Spackle/patch any nail holes. Any holes larger than a nail hole or any other damage to drywall must be repaired by Disciple Property Management's maintenance service. (This will be a tenant charge.)
- Please do not touch up paint.
- Vacuum all baseboards using a nozzle brush so clean of dust and pet hair.
- Remove any dust from ceilings and A/C vents.
- Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- Check/clean or replace any cracked or missing phone or TV wall plates.

### **HVAC Units and Vents:**

- Remove all vents and clean.
- Clean floors surrounding vents.
- Vacuum intake area under HVAC unit if applicable.
- Replace filter.

### **Furnace / Water Heater:**

- Wipe exterior portions of furnace and water heater. Do not dismantle any parts.
- Clean furnace cold air return vents and install new filter.
- If furnace/heater closet is accessible, remove cobwebs from ceiling and walls and vacuum or sweep and mop floor.

### **Refrigerator:**

- Unplug refrigerator while cleaning .
- Remove all food.
- Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- Clean both sides of shelves and all storage compartments and drawers. All should be completely free of mildew, dirt and grime.
- Freezer must be defrosted and cleaned.
- Turn off the ice maker, empty any existing ice, clean the ice container.
- Remove and clean kick plate and vacuum the coils.
- Remove, empty, and clean the drain pan.
- Clean the folds in and underneath rubber seals on doors.
- Pull refrigerator away from the wall and clean walls, sides of cabinets, and sweep and mop floors thoroughly.
- Vacuum and wipe power cord and coils on back and/or underside of refrigerator.
- Refrigerator filters must be changed when required.
- After refrigerator has been thoroughly cleaned and dried, plug it back in.

### **Cabinets and Drawers:**

- Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried-on foods, etc.
- Wash cabinets inside and out.
- Shelves, drawers, turntables, and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt and hair.
- Wipe out drawers with damp cloth.
- Clean and disinfect all countertops.

### **Sink and Surrounding Areas:**

- Clean sink, drain, chrome fixtures, and pipes under sink.
- Clean and shine up the sinks, faucets, and handles.
- Clean all backsplash areas to remove grease, dried-on food, dust, and cobwebs.
- Clean all countertop areas, especially in the corners.
- Garbage disposal, if available, should be in proper working order. With cold water running, turn garbage disposal on to flush of debris. Remove any leftover food or other items in disposal. Run baking soda through the disposal. Remove rubber gasket and clean thoroughly. Clean opening before replacing gasket.

### **Stove / Range / Range Hood / Microwave:**

- Clean the eyes, underneath the eyes, the vent hood, the oven, and storage drawer. Ensure all free of grease.
- Replace drip pans.
- Remove, wash, and dry the filter from the vent hood.
- Scrub all rims, ridges and the underside of the hood to remove all grease splatter and grime.
- Clean stove top / range hood.
- Clean all metal parts of burners, including the prongs of electrical cooking elements.
- Clean or replace stove burner drip pans so they look new.
- Remove lower drawer and clean under the stove.
- Clean control knobs. Any broken stove knobs must be replaced.
- Wash and dry outside of stove.
- Clean microwave inside and out. Clean any other appliances.
- Pull freestanding electrical ranges away from the wall to clean the floor, the wall, and sides of the range.
- DO NOT ATTEMPT TO PULL GAS RANGES AWAY FROM THE WALL. Clean the floor under the gas range by removing the drawer.

### **Oven:**

- DO NOT USE CLEANER IN A SELF-CLEANING OVEN.
- Remove oven racks and other accessories from SELF-CLEANING oven and run a clean cycle. Remove ash after oven has cooled.
- For ovens not self-cleaning: Clean inside of oven, oven racks, broiler pan, and drawers. Soak in hot water to clean and dry well. Remove all oven cleaner residue.
- Clean top and bottom edges of oven door.
- Clean under heating elements.

### **Dishwasher:**

- Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film.
- Clean inside and outside of dishwasher. It should be empty, clean, and free of mildew. Additionally, the dishwasher door, including the rubber insulation strip, should be cleaned and free of mildew.

## Bathroom(s):

### Toilets:

- Clean with disinfectant.
- Remove all dirt and stains.
- Completely clean top of toilet tank, toilet lid, seat (top and bottom), bowl, and base.
- Scrub toilet clean of all rust, lime, and scale inside and out.

### Sinks:

- Clean sink, drain, fixtures, and pipes under the sink.
- Shine the sink, faucets and handles.

### Mirrors/glass:

- Clean all mirrors and glass doors so they are streak-free, free of dirt, and any build-up.

### Floors:

- Sweep and mop or vacuum floor.
- Clean baseboards too!

## Showers and tubs:

- Clean shower walls, bathtub interiors, and shower doors meticulously to remove all dirt, soap build-up, mold, and hair.
- Bleach the grout.
- Clean shower doors completely.

## Vanities and Cabinets:

- Clean countertops thoroughly.
- Clean medicine cabinet shelves and both sides of doors.
- Clean inside and outside of medicine cabinet.
- Clean out bathroom drawers and vanity, making sure you leave no hair.
- Replace all broken or missing bathroom towel racks and toilet paper holders.

## Lights, Ceiling, and Ventilation:

- Clean vent cover.
- Remove and clean exposed bulbs in bathrooms, and replace them.
- Wash all walls and ceilings to remove mold, grease, and other particles.
- Clean all light fixtures and replace any burned out light bulbs.

## Bedroom(s):

- Vacuum thoroughly. **Receipt of professional carpet cleaning must be submitted to DPM when keys are turned in.** *(Vendor recommendations available on Tips and Requirements for a Successful Move Out handout.)*
- Wash & replace bulbs as necessary in overhead light fixtures/ceiling fans.
- Empty and clean closets.
- Dust and wash vents and registers.

### All Windows and Doors:

- Wash all windows inside and out.
- Clean out all window tracks.
- Wash all window sills and screens.
- Replace any damaged screens.
- Leave windows closed and locked.
- Clean all blinds and window coverings.
- Remove all unauthorized bedroom locking door knobs installed by tenants.
- **Living Areas and Hallways:**
- Vacuum thoroughly - **Receipt of professional cleaning must be submitted to DPM when keys are turned in.**  
(Vendor recommendations available on Tips and Requirements for a Successful Move Out handout.)
- Clean and wipe down closets.
- Dust and wash vents and registers.
- Wash light fixtures / ceiling fans. Replace as necessary.

### Laundry Area:

- Scrub floor.
- Dust and wash down walls and door(s).
- If washer/dryer stays with property, wipe down appliances inside and out. Wash inside the washer lid and around the soap dispenser area. Clean dryer lint filter.

### Exterior of Home/Property:

- Remove all personal items from the yard.
- Remove all trash and debris.
- Remove all satellite dishes installed during tenancy.
- Sweep balconies, patios, and storage closets.
- Entire lawn should be neatly mown and edged around street, driveway, walkways, patios, etc.
- Trim (weed whack) around foundations, flowerbeds, shrubs, and fences.
- Rake grass clippings and leaves.
- Remove weeds and dead plants from flower beds and yard.
- Water yard.
- Remove any animal droppings.
- Fill, level, and seed any holes from pets and repair all other damage caused by pets.
- Trim trees and shrubs.
- Clean exterior light fixtures and make sure all bulbs are functional.

### Garage / Storage:

- Remove all personal items from garage, shed, and/or storage areas.
- Sweep or vacuum out the area, clearing out all trash, boxes, and debris.
- Remove all cobwebs, dust, and debris around garage door, walls, and rafters.
- Clean all closets, storage spaces, and shelving of dust and debris.
- Make sure all light fixtures have working bulbs.
- Clean light fixtures, switch and outlet covers.
- Clean both sides of entry/exit doors.



**Driveway:**

- Completely empty and swept.
- Clean any oil stains.
- Clear of all trash, boxes, and debris.
- Clean outdoor light fixtures and make sure all bulbs are functional.
- Leave no trash behind. Please do not leave garbage, personal items, or furniture at the curb.