



Move Out General Information

Dear Tenant,

As you are approaching the final weeks of your tenancy, here are a few things you will need to know to help make the transition go a little smoother.

Things you will need to do:

- ✓ Clean home thoroughly and remove all items, trash and debris from the home and outside area. ALL trash bins are to be emptied upon departure so the new tenant moving in has an empty bin for their use. If you are not able to get the trash out for collection, please be sure to ask a neighbor to take bins to the curb and taken back to the house.
- ✓ Have the carpets professional cleaned prior to moving out/turning in keys
- ✓ If touch up painting, please be sure **to paint the whole wall**
- ✓ Remove Satellite Dish if applicable
- ✓ Replace ALL burned out bulbs (interior & exterior) and ALL air filters
- ✓ Lawn care completed
- ✓ Return the following items to Stevens Realty office the day of vacating:
 - House key(s)
 - Mailbox key(s)
 - Mailbox Number
 - Pool key(s)
 - Parking Pass(s) (if applicable)
 - **Garage door openers
 - Professional Carpet cleaning receipt
- ✓ Cancel scheduled ACH payments (if applicable)
- ✓ Provide Stevens Realty a forwarding address

Please use the space below for your addition notes:

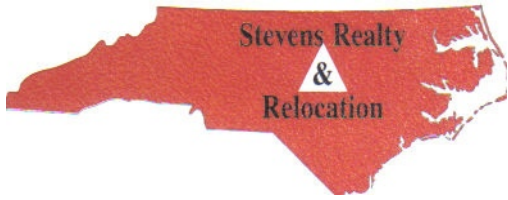
We ask that you leave the property in the same good condition as when you moved in, remembering to remove all trash, leave things in working order and as clean as when you moved in. Hope you enjoyed your time in the home.

North Carolina law states, Stevens Realty has 30 days from the date you turn in your keys to our office (indication you have vacated) to notify you regarding your security deposit.

On behalf of the Stevens Realty team, we would like to wish you well. Please let us know if we can be of assistance in the future.

103–A Kilmayne Drive • Cary, NC 27511
Office: (919) 465-2202 • Fax: (919) 469-8627





Office 919-465-2202 ♦ Fax 919-469-8627

Office Hours: Monday-Friday 9am - 4:00pm

Tenant(s) Items to be turned in when Moving Out:

**** *All items must be turned into our office to ensure proper notification that the tenant(s) has vacated the premises (if office is closed, please place in drop box located on main office entrance door).**

*****Please be advised you will be charged each day until items are received by us.**

Property: _____

Tenant(s): _____

Forwarding Address: _____

(Providing the forwarding address will ensure you receive communication regarding your security deposit)

Exact date intends to vacate: _____

Checklist of items being turned in (please complete with number per item being turned in):

- | | |
|------------------------|--|
| _____ House Key(s) | _____ Garage Door Opener(s) |
| _____ Mail Box Key(s) | _____ Mail Box Number (if applicable) |
| _____ Pool Key(s) | _____ Professional Carpet Cleaning Receipt |
| _____ Parking Pass(es) | _____ Parking place # (if applicable) |

Thank you! If you have any questions, please contact Julie Graves or Jennifer Clarke.

Julie@Stevens-Realty.com or Jennifer@Stevens-Realty.com

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Office Use Only by Stevens Realty & Relocation

Date items turned into Stevens Realty: _____

Received by: _____

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