

**MKB Property Management
3801 Electric Road S.W.
Roanoke, VA 24018
(540) 989-4555**

MOVE-OUT INSPECTION REQUIREMENTS

Move-out inspections are made between 8:30 A.M. and 4:00 P.M., Monday thru Friday. Please make arrangements to drop keys off at our office the day of your move out along with this form. All of your furniture and personal items must be removed from the house before an inspection can be made. You may not stay at the residence after the inspection is completed.

Please use the following as a checklist before turning in keys:

Check	Responsibility
_____	Remove all personal items & trash from the house & yard. Make arrangements to have your trash picked up BEFORE you disconnect your water service. Once the water is turned off, the city will not pick up your trash. You will be charged if we have to haul away anything.
_____	Clean <u>all</u> appliances thoroughly (inside & out).
_____	Clean all sinks, counters & kitchen cabinets. This includes washing the interior & exterior of cabinets.
_____	Vacuum and professionally shampoo all carpets. Remove any stains if necessary. (Please provide MKB with a copy of the carpet cleaning receipt)
_____	Sweep and mop all floors and remove stains and scuff marks if applicable.
_____	Carefully wash walls paying special attention to the areas around light switches, hallways, doorways, baseboards and where furniture has been. Any cobwebs should be removed from corner walls and ceilings.
_____	Clean all windows and secure all screens.
_____	Clean and disinfect all bathrooms thoroughly.
_____	Wipe down all baseboards and window sills
_____	<i>Wipe Down all window blinds</i>
_____	<i>Change filters and wipe down air vents</i>
_____	Repair any nail hole in walls
_____	Mow & trim the yard prior to checkout. Remove leaves.
_____	Repair or have repaired any damages you or your pet(s) have caused. This includes any yard damage. (EX. Holes should be filled in, reseeding of lawn, if necessary, & all pet wastes removed.)

_____ **Discontinue your telephone service at least 24 hours before vacating. If your home is illegally entered while vacant and long distance charges are applied, the telephone company will charge you.**

_____ **Garages and basements should be cleaned out. Floors included.**

_____ **Go back and check all drawers, cabinets and closets. Remove ALL items including cleaning supplies and clothes hangers**

Please list your forwarding address and a phone number for security deposit purposes:

Please leave this form and a copy of...

Please note: You will be responsible for payment of contractor(s) fees if the following items are not handled before your move-out date. Deductions and/or forfeiture of your Security deposit may be required and MKB will initiate legal action to collect any monies due.

Thank you for choosing to rent with MKB Property Management. We hope that your stay has been an enjoyable and pleasant experience. Please let us know if we can be of service to you in the future.