

## PPMI Tenant Checkout Responsibilities

1. Utilities must remain in your name until the next working day after your lease expires. If your lease expires on a weekend or holiday, please have the service taken out of your name on the first workday following the expiration date.
2. When home is empty and just prior to lease expiration, all floors must be swept and mopped **AND** you must have all carpets professionally cleaned by a company that is approved by PPMI. If you have pets, the carpets must be defleaed and deticked by the carpet cleaning company. A receipt for the completed work must be presented to PPMI before any security deposit will be released.
3. All interior windows must be cleaned. All window sills must be cleaned. Blinds must be dusted and cleaned. Any shades should also be dusted.
4. The kitchen must be cleaned including the inside and outside of all appliances, especially the refrigerator (top, also), dishwasher and stove/oven. All cabinets and drawers must be cleaned inside and out. Laundry appliances are to be clean. Clean behind and under moveable appliances. Refrigerators and freezers will be empty, clean and left on.
5. All bathrooms must be cleaned and the caulk must be in good condition (no cracking, gaps, mold/mildew). Cabinets, drawers and medicine cabinet must be cleaned inside and out. All soap scum must be cleaned away.
6. All light fixtures, ceiling fans, surfaces, trim, frames, ledges, baseboards, chair rails and closets must be wiped down or washed as necessary and cobwebs should be removed. Painted walls should be washed/wiped clean of marks and stains especially around doorways, light switches and headboards in bedrooms. **Do not spackle unless you properly fill, sand and paint all surfaces to match original color and surrounding surfaces. A “checkerboard” effect is not acceptable. If you chose not to do this then the work will be hired professionally and charged to you.**
7. All light bulbs must be working with proper bulbs used. Smoke detector batteries must be present and in working condition. Furnace filter(s) and refrigerator filters must be replaced.
8. The yard must be trimmed and mowed and all flowerbeds must be weeded. All sidewalks, carports, garages and driveways must be swept. Outside cooling/heating units should be free of weeds, leaves, trash, etc. Gutters must be cleaned of all debris and leaves and roof clear of foreign objects.
9. All trash, debris and belongings must be removed from the property.
10. Any wood burning fireplace chimney(s) must be inspected/cleaned by a licensed chimney company with a receipt provided at check-out unless the fireplace is gas log. This must be complete, even if you never used the fireplace.
11. If there is an infestation of pests, these need to be treated prior to your exit.

### Recommendations for Move Out Services:

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| <b>Carpet Cleaning:</b><br>Lutronc 703-327-5171<br>Impressions 703-955-7556<br>DNA Pro 703-520-5060 | <b>Cleaning:</b><br>Americana Maid Services, Oscar Silva 703-973-0194<br>New World Cleaning 703-237-7617<br>Silvia Urizar 571-264-6442 |
| <b>Chimney Cleaning:</b><br>Phoenix Chimney Services 703-750-6433                                   | <b>Gutter Cleaning:</b><br>Precision Gutters 703-860-2817<br>I & J Services 703-548-0597   |
| <b>Pest Control:</b> Pest Now 703-404-1921  | <b>Yard Work:</b><br>Tropilawn, Gualberto 703-899-0094<br>Francisco Flores 703-963-0752  |

**\*\*\*Please note: If your check-out responsibilities have not been completed and we have to coordinate the completion of those tasks, there will be a \$100.00 vendor coordination fee. In addition, any revisit by the inspector due to an incomplete check-out requirement will result in a charge of \$100.00 to the outgoing tenant(s). We are bringing this to your attention in hopes that you avoid any such fees and that the property be ready for inspection. We would much prefer that you receive a full security deposit refund. These check-out responsibilities should be completed prior to the scheduled move-out inspection. You may also reference paragraphs 8, 22 and 34 of your lease. \*\*\***

**Please be sure to return all keys, garage door openers, pool passes, parking permits and receipts for carpet and/or chimney cleaning directly to PPMI by 5 p.m. on the last day of your lease. These cannot be left at the property and it is not the inspector’s responsibility to return these on your behalf. Also, remember to stop auto payments via PayLease.**