

Move-Out Info (Please Read!)

Your lease ends **Sunday, May 3, 2026 at 11:00 a.m.** You must be fully moved out by then—new tenants arrive at 1:00 p.m., and inspection teams may show up as early as 7:00 a.m.

Want your **full security deposit back**? Leaving your place clean and empty makes a big difference. Use this checklist to stay on track:

✓ Move-Out Checklist

- **Take everything with you.**
Don't leave any personal items behind. Throw out all trash, food, fridge items, toiletries, etc., in your outdoor bins.
- **Clean up outside too.**
Yards and porches should be cleared of trash, furniture, and anything else.
- **Don't turn off gas or electric.**
Instead, call to set up your *final meter reading*:
 - Columbia Gas: 1-800-344-4077
 - AEP: 1-800-672-2231
Just tell them your lease ends May 3—they'll switch it back to the landlord automatically.
- **Water/Trash (City of Athens):**
If you paid your own water bill, we'll get the final bill, pay it, and deduct your share from your deposit.
- **Cancel internet & cable.**
- **Let us know when everyone is out.**
- **Forward your mail.**
You won't have mailbox access after May 3. Set this up at USPS.com—it only takes a few minutes.
- **Return your keys:**
 - Return front/back door keys (and mailbox key if you have one)
 - Leave bedroom keys in the doors
 - After hours: drop keys (labeled with your name + address) in the drop box at **70B N. Court (top of the stairs)**
- **Send your forwarding address by May 17**
Email: debbie@lhxprop.com
We need this to send your deposit back. No address = we can't mail it (and we'll hold it until you contact us).

MOVE – OUT / TO – DO LIST

LIVING ROOM

- Remove furniture & personal items
- Vacuum or mop

KITCHEN

- Clear cupboards & drawers
- Clean oven & broiler pans
- Clean stove top, drip pans, & under top
- Remove refrigerator contents & clean interior
- DO NOT TURN REFRIGERATOR OFF!
- Sweep & mop floor
- Remove garbage & food

BATHROOMS

- Clear cupboards & medicine chests
- Remove shower curtain
- Clean tub & remove soap scum
- Clean commode
- Clean sink & mirror
- Mop floor

GENERAL

- Replace light bulbs as needed
- If inspection shows floors are dirty beyond normal wear & tear, we contract with carpet cleaners, deposit is charged

AND FINALLY, ONE LAST REMINDER. . .

- Shut, lock all windows & doors
- Return front / back door keys to office.
- Leave bedroom key in respective door lock
- Return mail keys to office, when applicable
- Return check-out sheet to office
- Return questionnaire to office
- Email forwarding address to office

Security deposit is processed & postmarked no later than 30 days after lease ends, mailed to the forwarding address you provide. If no address is provided, deposit can't be mailed, is held in office.

BEDROOMS

- Remove belongings
- Vacuum and/or mop

BALCONY / PORCH / DECK

- Remove personal items
- Sweep

GARBAGE

- Take all trash to receptacles
- Houses - clean up yard, porches,

BASEMENT & ATTIC

- Remove personal items
- Wipe washer & dryer clean

UTILITY CO. NUMBERS

- Columbia Gas, 1-800-344-4077
- AEP, 1-800-672-2231

CHECK-OUT FORM OFF-CAMPUS ADDRESS: _____

NAME: _____ **DATE:** _____

FORWARDING ADDRESS: _____ (street)

_____ (city, state) _____ (zip code)

GENERAL CONDITIONS:

Paint	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW
Carpeting	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW
Cleanliness	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW

Are all electrical outlets/switches working properly? _____ YES _____ NO

Is the ceiling fan and/or air conditioner working?
_____ YES _____ NO
_____ N/A

Is the heating system working? _____ YES _____ NO

Is there hot water? _____ YES _____ NO

Are there any broken or cracked windows? _____ YES _____ NO

Are the smoke alarms in working condition? _____ YES _____ NO

Is there a fire extinguisher(s) currently indicating "charged",
so that it will operate now? _____ YES _____ NO

COMMENTS: _____

KITCHEN:

Is the refrigerator emptied/clean? _____ YES _____ NO

Is the oven clean? _____ YES _____ NO

Are the sink and cabinets emptied/clean? _____ YES _____ NO

Is the sink drain clear? _____ YES _____ NO

Are there kitchen table and chairs? _____ YES _____ NO

Are the oven and heating elements working properly? _____ YES _____ NO

Is the refrigerator working properly? _____ YES _____ NO

Are there any lights/light fixtures which need replacing? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

BATHROOM:

Is the commode, sink and shower/bathtub clean? _____ YES _____ NO

Is the commode working properly? _____ YES _____ NO

Is the shower working properly? _____ YES _____ NO

Are the sink and shower/bathtub drains clear? _____ YES _____ NO

Are there any lights which need replacing? _____ YES _____ NO

Is the mirror on the medicine cabinet broken/cracked? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

CHECK-OUT FORM

(SIDE 2)

BEDROOM: (*EACH INDIVIDUAL SHOULD COMPLETE A SEPARATE CHECK-OUT FORM*)

BEDROOM: _____ (A, B, C, D, E)

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

LIVING ROOM:

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

HALLWAYS:

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

AREA SURROUNDING HOUSE/APT: (If applicable)

Is there trash or abandoned furniture left outside _____ YES _____ NO

Is the lawn mowed? _____ YES _____ NO

GENERAL COMMENTS: _____

WE, THE UNDERSIGNED, AGREE THAT THIS REPORT IS AN ACCURATE DESCRIPTION OF THE CONDITION OF THE HOUSE/APARTMENT:

Tenant Signature

Date

Tenant Feedback Questionnaire

Off-Campus Address: _____

1. Are there things that future tenants or L'Heureux Properties should know about before somebody else moves in? Noise factors, (furnace, neighborhood, thin walls) safety,(porches, lighting, neighbors?) high utility bills? Feedback: _____

2. Did L'Heureux Properties respond to your maintenance requests in a timely manner?

Yes No Were you satisfied that problems were addressed? If no, please describe _____

3. Were you treated in a respectful manner by:

Office Staff : Yes No Maintenance : Yes No

Feedback: _____

4. Would you rent from L'Heureux Properties again? If not, why? _____

5. Regarding utility costs . .

Your highest electric bill amount? _____ Which month? _____

Typical monthly amount per person? _____

Your highest gas bill? _____ Which month? _____

Typical monthly amount per person? _____

Your highest water/trash bill? _____ Which month? _____

Typical monthly amount per person? _____

Comments? _____

Be honest—we really mean it. This questionnaire won't affect your security deposit at all. Your feedback helps us improve the experience for future tenants. Thanks for taking a few minutes to share your thoughts—we appreciate it!

Reminder, per your lease agreement

19. STANDARD DEDUCTIONS (from security deposits)

Tenant agrees to be following minimum charges for such damages caused by Tenant or Tenant's guest negligence:

1. Extermination of bugs or other infestations	\$75.00
2. Clean plugged drains/disposals due to Tenant misuse	\$60.00
3. Keys not returned/lost	\$25.00
4. Cleaning refrigerator or stove, each	\$50.00
5. Repair or replace storm or screen insert	\$45.00
6. Remove trash or other items from premises (per hour/man)	\$18.00
7. Replace smoke alarms/fire extinguishers, each	\$40.00
8. Clean bathroom, including tub, shower, toilet, lavatory, etc.	\$60.00
9. Clean kitchen cabinets, counter-top, sink, etc (excludes appliances)	\$50.00
10. Painting, per hour	\$40.00