

## MOVE OUT INSTRUCTIONS AND CHECK LIST

### PRELIMINARY INSPECTION

The inspector will meet with you prior to the move out inspections to point out areas that need attention. This preliminary inspection is a courtesy to the resident to help you get your Security Deposit back. Please take advantage of this courtesy. If you cannot make the scheduled appointment, please call Woody Raines at 304-372-2343 ext. 13 to reschedule.

**PRELIMINARY INSPECTION DATE:** \_\_\_\_\_

### MOVE OUT INSPECTION INSTRUCTIONS

#### PLEASE FOLLOW CAREFULLY TO PREVENT CHARGES TO YOUR ACCOUNT!

- You must pay your rent in full and maintain utilities until the move out date. (Even if you move earlier.)
- You must give the Housing Authority your new address and phone number.
- You will need to call American Electric Power and have a final reading done. Also the electric will need to be turned back into the Housing Authority's name on the date of your 30 day notice. Check with the office if you are unsure about the date.
- You will need to turn in all keys on the date of the move out. There will be a \$3.00 charge for each key not turned in.
- Properly bag and dispose of trash prior to the move out inspection.
- Do not leave personal items in the apartment (clothing, furniture, etc.)
- Sweep and mop all floor tiles. Sweep and shampoo carpeted areas, clean stairway treads, basement steps and concrete floor area.
- Do not try to wash down or paint ceilings – use broom only.
- Walls may be wiped down with mild soap and warm water – do not paint walls or patch nail holes.
- All interior glass must be cleaned. The Maintenance staff will gladly demonstrate how to clean the windows – inside and out.
- Clean range and range hood with either 409 or mild soap and warm water.
- Oven must be cleaned. You can use 409 and oven cleaner.
- Refrigerator must be cleaned inside and out. You can use warm water and a little bit of dish washing liquid.
- All cabinets must be cleaned and degreased in bath and kitchen areas.
- All storage areas must be cleaned and swept.
- Once you have finished moving, check your yard areas for trash and items that need picked up.
- Once you have finished cleaning, please turn the Hot Water Tank breaker off.
- You will need to call the Water Company and have the water shut off after you have finished cleaning – be sure HWT breaker is off before water is turned off.

**MOVE OUT INSPECTION DATE:** \_\_\_\_\_

You will be reimbursed any funds that may be due to you approximately 30 days from the date of the signed Move Out Inspection form. It is important for you or a family representative to be present for this inspection.