



THANK YOU FOR LEASING WITH VPM!

In preparation for moving out, we've put together a simple checklist for you to reference.

Questions about moving out? Call us at 615.383.6964.

HOME INTERIOR

Living Space/Kitchen/Bedrooms, Bathrooms etc.

- Sweep, mop, and deep clean floors, countertops, inside cabinets, closets, drawers, and appliances. We also recommend having the unit professionally cleaned.
- Have carpets professionally cleaned
- Assess state of all appliances. If needed, replace drip pans, knobs, etc.
- Check for any burnt out light bulbs throughout the home, and replace old bulbs prior to move out.
- Check all air intake filters prior to move out and replace any used filters.
- Patch and paint walls
- Check all fixtures to make sure there are no drain blockages or clogs. Repair any blockages prior to move out.
- Check your garbage disposal for any clogs.
- Test and change batteries in smoke detectors and carbon monoxide detectors during the term of your lease and at the time of your move out.
- During the warmer months, the thermostat should be set to "auto" in cooling mode and maintain a temperature of 80 degrees.
- During the cooler months, the thermostat should be set to "auto" in heat mode and maintain a temperature of 60 degrees.

HOME EXTERIOR

Yard, HVAC, Porch, Etc.

- All grounds must be maintained for the duration of your lease. Upkeep includes weeding, trimming, edging and general debris cleanup. The grounds must be returned to the landlord in the condition you found them in.
- Do not leave mounds of trash or broken items to be picked up at the curbside
- Replace any blown bulbs on porches or security lights
- If you are responsible for lawn care, mow the yard one to three days prior to moveout.
- You are responsible for pest and vermin control. If there are any pest or vermin issues, you must have them addressed prior to move out.
- If there is a basement or exterior storage building, remove all items prior to move out
- Sweep all porches and decks

Final Steps Before Moving Out

- SCHEDULE YOUR FINAL WALKTHROUGH**
Walkthroughs may only be scheduled once all of your personal belongings have been removed from the property and the property is clean.
- SCHEDULE THE TRANSFER OF UTILITIES**
All utilities must remain in your name through the last day of your lease or the following business day. This includes gas, electricity, garbage pickup, water, and sewage. You are responsible for any final payments during the full term of your lease.
- SUPPLY YOUR LANDLORD WITH YOUR FORWARDING ADDRESS AND CONTACT INFORMATION**
Visit the online portal to supply your forwarding address and contact information where the landlord can reach you if needed. Also contact the United States Postal Service to provide a change of address.
- DELETE YOUR AUTOPAYMENT, IF APPLICABLE**
Failure to delete your autopayment may result in funds being removed from your account and may take several days to return.
- RETURN ALL KEYS**