



## Resident Move-Out Checklist

This is a quick reference checklist of items you will need to complete to help speed up the processing of your security deposit.

- Mail or email the Notice of Intent to Vacate Form that you received in your lease packet. This must be received no less than 30 days prior to your move.
- Provide Atlantic Real Estate Management with your forwarding address so we can mail your security deposit to you. It can take up to 30 days to process your deposit. You will receive a Notice of Disbursement with your deposit refund with an explanation of any deductions that were made.
- Once notice is given we will begin showing the property to prospective tenants. Have the property in showable condition at all times. We will give you at least 24 hours' notice before showing the property but you may not decline the showing.
- Schedule the utilities to be taken out of your name on your move out day.
- Forward your mail as of your move out day.
- Clean the property inside and out according to the Resident Move Out Cleaning Guide.
- Schedule your professional carpet cleaning after you have moved everything out and completed the cleaning.
- Ensure any balances due to Atlantic Real Estate Management have been paid, you may NOT use any part of your security deposit to pay rent or outstanding fees on your account. The security is to be used for damage only.
- If you have garage door openers leave them on the kitchen counter.
- Arrange to meet with a property manager at the property to turn over keys, fobs, access cards, wristbands and any other passes or permits that you received when you moved in or acquired during occupancy.
- Leave your lawn clean and maintained as per your rental agreement.