

Orme Circle Properties, LLC Move-Out Guidelines & Checklist

Scheduled Move-Out Inspection Date & Time:

*Please call (855) ORME-CIRCLE to schedule



Our Goal

Everyone at Orme Circle Properties works extremely hard to keep our properties in excellent condition and we appreciate your help in making sure that your unit is clean and free of excessive wear and tear at the end of your lease. In order to expedite the disposition of your security deposit, we need your cooperation in making sure that the items on the following checklist have been satisfactorily completed.

Schedule a Pre-Inspection

Prior to your move-out date, please contact Resident Services at the number noted below to schedule a move-out pre-inspection. This helps to identify, in advance, any items or issues that may need to be addressed prior to your final move-out inspection. If you request a move-out pre-inspection before 12:00 noon, an appointment can usually be set for that same day. Otherwise, an appointment will be scheduled for the following day.

After the move-out pre-inspection has taken place and you have completed all items on the checklist included in this document, contact Resident Services to schedule your final move-out inspection. Again, if you request an inspection before 12:00 noon, an appointment can usually be set for that same day. Otherwise, an appointment will be scheduled for the following day.

Resident Services
(855) ORME-CIRCLE

Security Deposit^{+Plus}

Provided that your rental account has a zero balance, your unit is free of any damage or excessive wear and tear and all checklist items below have been satisfactorily completed, your full security deposit will be returned to you within 30 days of your move-out inspection. Any deficient checklist items left for Orme Circle Properties to correct will be deducted from your deposit at the rate of \$18.00 per hour for time and labor (although any deficient items or repairs that may require a professional tradesman to correct may cost more). Any materials needed to correct deficient items will be deducted at cost, plus sales tax and, if incurred, shipping costs.

We strongly encourage you to be present during the final inspection. *If the primary lessee or head of household is present for the final inspection and there are no deficient items, not only will all deposited funds be returned to you, but you will also receive a \$50 Kroger Gift Card at the time of the inspection as an acknowledgment of our appreciation.*



Move-Out Inspection Checklist

The checklist on the following page will help you prepare for a speedy and successful move-out inspection. If you are unsure if a specific cleaning agent or chemical is safe to use on any of the surfaces in your home, please call Residential Services at (855) ORME-CIRCLE and inquire *before* its use so that we can help you make the best decision.

Please remember to never leave young children unattended around household cleaning products as most contain toxic chemicals that can be harmful or even fatal if swallowed.

General Items

- ☐ The unit is free of any insect infestation (you may need to have a pest control service assist you in any needed remediation).
- ☐ The unit has electrical service at the time of the inspection (we cannot determine if electrical appliances are in working order if the power has been turned off).
- ☐ You have furnished the Post Office with your forwarding address online at usps.com or in-person and have placed a piece of paper on the kitchen counter that notes your forwarding address.
- ☐ All keys that were issued to you, including any copies that you may have made (including, if applicable, mailbox keys, garage or storage shed keys and/or keys to interior window security bar locks) are in your possession and ready to be given to the OCP associate that is conducting your move-out walk-through.
- ☐ Garage or gate transponders (if applicable) are in your possession and ready to be given to the OCP associate that is conducting your move-out inspection.
- ☐ All alarm or security system code(s) (if applicable) have been written down and left on the kitchen counter so that they can be given to the OCP associate that is conducting your move-out inspection.
- ☐ The unit is empty of all personal belongings at the time of the final move-out inspection (this includes the attic and/or basement, if applicable).
- ☐ All appliance/system manuals that were in the unit at move-in are present and have been placed together on the kitchen counter.
- ☐ Any belongings that you wish to discard have been either hauled away or have been placed at the curb in such a manner that they will be picked up by the Atlanta Solid Waste Department at the next weekly collection.
- ☐ Both sides of exterior doors and security screen doors (if applicable) are clean and free of damage (including door handle sets and deadbolt locks).
- ☐ All window security bars (if present) have their small padlock and key present.
- ☐ All interior doors have been cleaned on both sides and are free of damage (this includes door hardware and handle sets).
- ☐ Any walls that were repainted to a non-neutral color after you moved have been repainted to a neutral color.
- ☐ Outdoor grill or barbeque (if applicable) has been scraped well, cleaned and any ash has been properly disposed of (please do not dispose of ashes in the yard).
- ☐ Doorbell(s), intercoms (if applicable), smoke detectors (must have working batteries so that they may be tested) and fire extinguishers are present and undamaged.
- ☐ Exterior light fixtures are present and undamaged (you are not responsible for replacing any burnt-out exterior light bulbs).
- ☐ Your driveway or designated parking space(s) (if applicable) are free of oil or other engine fluid spots greater than 4" in diameter (call Resident Services if you need to know how to easily remove these types of stains).
- ☐ The inside of all interior windows and window tracks (as well as sliding doors, if applicable) have been cleaned with glass cleaner (it is not necessary for you to clean the outside window glass).
- ☐ Window screens are present and free of damage (you are not responsible for cleaning window screens).
- ☐ All interior window treatments, blinds or draperies including rods (if applicable) are present and undamaged.
- ☐ No more than three PVC mini-blind window shades are damaged or broken.
- ☐ All interior walls should be free of double sided foam tape, double sided foam tape residue and wall 'stickers' or decals.
- ☐ Any crayon, ink, marker or similar blemishes on walls have been removed (Magic Erasers are available at any grocery or home improvement store and are usually able to clean most markings from walls).
- ☐ All wooden mini-blinds or window shutters (if applicable) are present and free of damage.
- ☐ Exterior street address or unit designation numbers/letters are present and properly attached (if applicable).
- ☐ Clothes hangers have been removed from all closets.
- ☐ The water heater is present and free of any dust or lint buildup on top and around the base.
- ☐ All light switches and switch plates have been cleaned and are free of any visible dirt.
- ☐ All wall and floor (if applicable) electrical outlets have been cleaned and are free of any visible dirt.

- ☐ All ceiling fan blades (if applicable) have been cleaned and are free of dust and all pull chains are present (you are not responsible for cleaning the inside of ceiling fan light globes).
- ☐ All light fixtures are intact without any cracked or broken globes and have no missing light bulbs (you are not responsible for replacing any burnt-out light bulbs, but there must be a bulb, either working or burnt-out, in each bulb socket).
- ☐ All ceiling, wall and/or floor register grilles are clean and free of dust.
- ☐ All carpeted areas have been professionally shampooed and vacuumed (your Lease Agreement requires that carpets be professionally cleaned upon move-out).
- ☐ All thermostats are present and undamaged and have been left set to 75° in warmer months (Memorial Day to Labor Day) and no less than 65° in cooler months (Labor Day to Memorial Day).
- ☐ All alarm or security system hardware (if applicable) is present and undamaged.
- ☐ If you have (or had) pets, make sure that any pet waste has been removed from all outside areas around your home and that any pet-related burned or worn out areas in the yard have been covered with at least 1" of fresh top soil (available by the bag at any gardening or home improvement store).
- ☐ Police the area outside your home so that it is free of rubbish, cigarette butts, etc.

Kitchen

- ☐ Microwave (if applicable) has been cleaned inside and out and has no missing or damaged accessories (over-the-range microwaves must have been cleaned inside and out with a degreasing agent).
- ☐ Oven or range has been cleaned inside and out (including drip pans, racks and broiler pan, lower storage drawer and knobs) and has no missing or damaged coils, drip pans or other accessories (if your oven is self-cleaning, note that you must vacuum up or otherwise remove any debris left behind after the self-cleaning process has completed).
- ☐ Backsplash or wall behind oven or range has been cleaned with a degreasing agent.
- ☐ Ceramic cooktop (if applicable) has been cleaned (including any knobs) and is free of any cracks and has no scratches longer than 1" and shows signs of excessive wear and tear.
- ☐ Refrigerator has been cleaned inside and out (including underneath interior drawers) and has no missing or damaged accessories, including shelves, door inserts, and drawers and doesn't have any exterior signs of excessive wear and tear.
- ☐ Freezer has been defrosted (if necessary), cleaned inside and out and has no missing accessories (ice cube trays, ice maker collection bin, etc.) and doesn't have any exterior signs of excessive wear and tear.
- ☐ Outside and inside edges of dishwasher (if applicable) has been cleaned and the front panel is free of dents, scratches or other signs of excessive wear and tear and all racks and other components are present and in working order.
- ☐ Range hood (if applicable) is undamaged and has been cleaned with a degreasing agent (including the filter insert).
- ☐ Sink base cabinet interior is clean and dry and there are no residual fluids or gels present.
- ☐ All drawers are undamaged, function properly, are clean inside and out and there are no missing knobs (you are not responsible for tightening any loose knobs).
- ☐ All cabinet doors and shelves are undamaged, function properly, are clean on both sides and there are no missing knobs (you are not responsible for tightening any loose knobs).
- ☐ The waste disposer (if present) functions properly.
- ☐ Sink drain stoppers or strainers are present (one of each must be present for a two drain sink).
- ☐ Countertops are clean and free of knife cut marks, chips, etching and/or burns.
- ☐ Sink faucet and sprayer are clean and free of any visible grime or food particle build-up.
- ☐ Sink basin is clean and, if constructed of a material other than stainless steel, is free of any chips or other signs of excessive wear.
- ☐ Kitchen flooring is free of any signs of excessive wear and tear, including cracks, chips or, if linoleum, cuts or scratches longer than 1/2".

Bathrooms

- ☐ All faucets are present and free of any grime, soap residue or mildew stains.
- ☐ The bathtub, toilet, and sink(s) are clean inside and out and free of grime, soap residue or mildew stains.
- ☐ Cabinets, linen closet and/or medicine chest shelves are clean and free of residual fluids or gels.
- ☐ The ceiling exhaust fan and light fixtures are clean and function properly.
- ☐ Bathroom flooring is free of any signs of excessive wear and tear, including cracks, chips or, if linoleum, cuts or scratches longer than 1/2".
- ☐ Bathroom mirror is free of any cracks and has no visible scratches longer than 1/2".

Bedrooms

- ☐ Light fixtures are undamaged and function properly.
- ☐ Closet shelves are clean and closet light fixture is undamaged and has a pull-chain attached (if applicable).

Garage, Attic, Basement and Storage Areas

- ☐ Light fixtures or bulb sockets located in all storage areas, including the garage (if applicable), basement and attic are functional and any burned out light bulbs have been replaced.
- ☐ The cord used to pull down attic stairs (if applicable) is present to facilitate access to the attic during inspection.
- ☐ All personal belongings have been removed, including items that you may no longer want. Unwanted belongings should be bagged (except for over-sized items) and placed at the curb for residential garbage collection.

In closing, we understand that moving can be a stressful and hectic experience. If your schedule will not reasonably accommodate the time required to clean your unit properly when moving out, we can refer you to a reasonably priced, experienced cleaning person that can assist you. Contact your property manager for further details or to schedule a cleaning service to assist you.

My Notes

After You Move Out

Once you have moved out and are trying to get settled into your new home, it's tempting to put the last place you lived out of your mind. But please remember, once your move-out inspection has taken place, there is one additional – and critically important task that you must remember to do: provide us with written verification (receipt, statement copy, cancelled check, etc.) that each of your utility accounts has been paid, in-full. Failure to do so will certainly delay our ability to issue a security deposit refund check, and may adversely impact the amount of the security deposit that is returned to you. Verification that utility accounts have been paid may be faxed to (855) ORME-CIRCLE or mailed to our office at 1270 Caroline St NE, Suite D120-349, Atlanta, GA 30307.