

Tenant Vacating Procedure

- Replace any burned out light bulbs in all appliances and light fixtures.
- Clean all air returns and grates. Replace all air filters with new and clean ones.
- Clean all window coverings.
- Clean all flooring surfaces.
- Vacuum all carpets and have carpets cleaned by a professional carpet cleaning service.
- Clean the inside of all windows.
- Wipe all doors clean. Clean the glass on all exterior doors and clean any door tracks.
- Clean all the baseboards, window sills and remove any cobwebs.
- Clean all light fixtures and ceiling fan blades.
- Clean the inside and outside of all the kitchen appliances.
- Clean the inside and outside of all cabinets and drawers.
- Clean all sinks and faucets, toilets, tubs/showers, shower heads and mirrors.
- Clean laundry room and remove any lint from the dryer lint screen.
- Sweep all porches, decks, sidewalks , steps and garages.
- Remove all personal property .
- Provide an updated address and phone number.
- Return all keys and garage door openers to the property manager; ensure the property is vacant of any personal belongings.
- Remember to inform any necessary utilities that you have vacated the property.
- Arrange for all mail to be forwarded to your new address, as Sandhills Prime Rentals will not be responsible for forwarding any mail, it will be marked 'return to sender.'