

New World Holdings Move-Out & Final inspection Procedure

Inspection: Will occur between the (TENANT / YOU) & (PROPERTY MANAGER / OWNER) at the property after it has been thoroughly cleaned by you to move-in ready status and all furniture and personal items have been removed. Your scheduled walk through date is set for (_____) at the property: (_____). *This time cannot be re-scheduled.* If you no call -no show, then this could forfeit your security deposit and evoke legal action so please be here at this time.

Walk Through: Together we'll walk through the property to review the status and discuss any problems or issues or repairs that need to be made which may impact the security deposit. We're expecting to give the security deposit back to you. Please make it easy for us to do this by leaving the property in the same or better condition as when you moved in. Please see the list below of what we would expect to see done for a successful inspection.

Security Deposit: The check mails 30 days from the date we receive all the keys and any final payments. A letter will be sent to you explaining why any security deposit monies have been held – *If any.* Damages, unpaid utilities bill, unpaid late charges, unpaid rent, etc, are a few reasons for non-returned funds. Be sure that we have your new address and phone number. Also, notify the post office of your new address so your mail is forwarded.

Utilities: Do pay for and shut off all services and utilities and be at property to let utility meter readers in for final readings /shut-offs on gas, electric, water, TV, etc. There will be a \$50 charge for each utility that we have to be at the property for to manage on your behalf.

Do these things to have a successful final inspection:

- **GENERAL CONDITION** - The premises must be clean. All trash, bottles, etc., must be removed. Porch/balcony must also be free of debris. Basement cleaned and free of debris and personal belongings.
- **WASHER / DYER** - cleaned inside and out and lint removed.
- **WINDOWS** - All windows must be cleaned. If there are storm windows, they must be cleaned.
- **BLINDS** - All blinds are to be cleaned and in working order. If blinds are broken, replace them in white color.
- **FLOORS** – Swept and mopped.
- **RANGE** - Remove cooking stains from range, drawers and burners, racks and broiler pans
- **REFRIGERATOR** - All food must be removed, inside scrubbed and freezer defrosted and it smelling nice. Crisper covers must be intact. Ice cube trays must be clean and remain with refrigerator.
- **CABINETS** - Kitchen cabinets and bathroom vanity must be cleaned. Drawers must be empty and cleaned. Medicine cabinet must be cleaned.
- **BATH:** Mirrors, bathtub, toilet, cabinets, and floor must be cleaned and all personal items removed.
- **KITCHEN:** - sinks, dishwasher, microwave, cabinets cleaned inside and out along with floors.
- **LIGHT FIXTURES** - All light fixtures must be clean and have working light bulbs in them.
- **SMOKE DETECTORS** - All smoke detectors must be in working condition and have new batteries in them.
- **CARPET** - Carpeting belonging to the property must be commercially steam cleaned. If you prefer that we have it cleaned for you, the charge will be billed to you. Charges will also be made for any damages, such as cigarette burns, stain, torn carpeting, stained or damaged flooring, etc.
- **WALLS** - If you have soiled, added paint or paper or nail holes to any walls, Clean and repair holes. If paint is needed to fix walls, this will be decided whether you or owner will repaint walls at inspection.
- **YARD:** - Must have all personal items and trash and debris removed from yard, driveway and garbage area.
- **PERSONAL PROPERTY** - Any personal property left on the premises after move out date will be considered trash and removed at tenant's expense. (If any).
- **IMPROVEMENTS TO PROPERTY** - Any improvements to the property made by you inside or outside *MUST NOT* be removed without written permission from owner. This includes landscaping, scrubs, flowers, walkways, out buildings such as storage sheds and playhouses, TV dish, etc. Any interior improvements you may have made to the property must also remain. Improvements such as but not limited to the following are: ceiling fans, bookshelves, shelving, flooring, light fixtures, appliances, décor, etc.

Again, we're expecting to give the security deposit back to you. Make it easy for us to do this by leaving the property in the same or better condition as when you moved in. Please see the list below of what we would expect to see done for a successful inspection.

We would like to thank you for renting from us. We hope you will be happy in your new home.

Thank you,

Date

Chris Swemba, New World Holdings, LLC Member