

## Check-List for Moving Out

- Submit to staff a notice of intent to move 60 days before move out date \_\_\_\_\_
- Conduct unit inspection with staff at least 30 days before move out date \_\_\_\_\_
- Replace or repair any damaged fixtures, appliances, or surfaces that were damaged by behavior of Member's household or guests:
  - Item 1: \_\_\_\_\_
  - Item 2: \_\_\_\_\_
  - Item 3: \_\_\_\_\_
  - Item 4: \_\_\_\_\_
  - Item 5: \_\_\_\_\_
- Restore portions of the unit that have been negatively altered by Member's household, such as paint, shelving, or blinds that lower quality of unit:
  - Item 1: \_\_\_\_\_
  - Item 2: \_\_\_\_\_
  - Item 3: \_\_\_\_\_
  - Item 4: \_\_\_\_\_
  - Item 5: \_\_\_\_\_
- Clean the apartment so that there is no detectable amount of food, hair, dust, waste, stains, or other residue:
  - Doors
  - Walls
  - Floors
  - Countertops
  - Windows
  - Appliances
  - Cabinets
  - Light fixtures
  - Plumbing fixtures
  - Ceilings
- Remove all personal property and trash from the apartment and storage areas.
- Return keys to staff by Move Out Date.
- Staff will conduct final inspection. Security Deposit will be returned to Member within 30 days of Move Out Date, including statement that itemizes any deductions for costs incurred by Raise-Op.