

*Thank you for selecting Bickerstaff Parham Real Estate
for your housing needs!*

Please make sure your home is clean and in good condition, to
include appliances and ceiling fans.

All appliances must be clean and free of grease and debris.

Ensure the yard and grounds are clean, mowed, bushes trimmed and
any fallen branches removed.

We realize moving can be very hectic, so we have included numbers
of our preferred vendors. They are able to walk through prior to move
out, give you a quote and a receipt to provide to our office.

COLUMBUS CARPET CLEANERS	706-905-9314
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KNOX PEST CONTROL (PEST SPRAYING)	706-660-1577
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ARROW EXTERMINATORS (PEST SPRAYING)	706-366-7194
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*While you are required to leave your home clean, you are **not** required
to have the home **professionally** cleaned. These vendors are here for
your convenience just in case you are unable to clean it on your own.
If you have any further questions regarding your move out process,
please do not hesitate to contact us at your earliest convenience.*

MOVE-OUT GUIDE

EXPECTATIONS AND PROCESS

*Residents must provide at least 30/60 days
written notice according to lease.*

*Any changes must be made in writing within
24 hours.*



MOVE-OUT CHECK LIST

- ☐ Provide a written 30 or 60 day notice, as stated in your lease agreement, regardless of lease end date.
- ☐ Schedule a move out inspection with Bickerstaff Parham. Inspections must be scheduled **at least (5) five business days in advance of Inspection Date**.
- ☐ Please ensure the home is empty and cleaned prior to the move out inspection.
- ☐ Notify the utility companies (electric/water/gas) that you are moving. Service **must** remain on until the move out inspection is complete.
- ☐ Provide us with a correct forwarding address and contact information.
- ☐ If you pay online and have Auto Electronic Payments set up, please remember to stop them after your last payment obligation.
- ☐ Carpets **MUST** be professionally cleaned. *(Receipt Required)*
- ☐ ALL PET OWNERS: **MUST** have both inside and outside of home treated for fleas and ticks. *(Receipt Required)*



Security Deposit:

It takes approximately 30 days for your deposit refund to be processed. Your security deposit will be refunded to the forwarding address on file.

NOTIFICATION OF INTENT TO VACATE

I, _____ will be vacating the property

I am currently renting located at _____
(Rental Address)

on the date of _____
(Date you will be out of the property)

My lease expiration date is _____.

I understand that if my lease has not expired, I will be responsible for any unpaid rent for the duration of the lease term, all utilities, lawn care for single family residences, early termination fees and advertising fees when applicable or until the property has been rented or obligation fulfilled. I also understand that I will be charged for any additional days that I have possession (keys) past my vacate date and/or lease expiration.

My forwarding address is: _____

I understand that I will be responsible for the items listed in this guide and any other items agreed to in your Lease Agreement, prior to returning the keys to Bickerstaff Parham Real Estate. I understand that upon completion of the Move-Out Inspection I will give all keys to the inspector. I also understand that if the inspector needs to come out for an additional inspection, I will be charged \$75.00.

Tenant Signature: _____ Date: _____

Home #: _____

Cell #: _____

Work #: _____

Received by: _____ Date: _____

Please call our office at (706) 653-1999 **at least (5) five business days in advance** to schedule a move-out inspection for the date that you vacate. All personal belongings must be out prior to move out inspection and keys will be turned in upon completion of inspection.