

# RPM DIRECT LLC

*RESIDENTIAL PROPERTY MANAGEMENT*

## **Check Out Instructions**

To ensure compliance with section 34 of the Deed of Lease, please make sure the following items are completed prior to your check out inspection. Your inspection check out time will be at noon on the last day of your lease (or as scheduled by our office). You as the tenant have the right to be present during this inspection. The inspection will be made to determine what portion of the Security Deposit will be returned to the tenant and whether the tenant may be liable for damages to the property.

- Have carpets, gutters and chimney, if any, cleaned by a professional company acceptable to the Landlord/Managing Agent and provide copies of all paid receipts.
- Have the Premises professionally treated for fleas and ticks if pets have been present and provide a paid receipt.
- Eliminate all household pests and vermin from the interior of the Premises.
- Change all air filters on furnace and air conditioning units.
- Insure that the Premises, including kitchen, baths and all appliances, floors, walls and windows, are thoroughly cleaned, grass is cut and trash is removed
- Have all light bulbs and smoke detectors in working order
- Return all keys, garage door openers, passes and documents provided at move in.
- Ensure that any damage due to pets has been repaired.
- Make arrangements for payment of your final utility bills.

**If you have any questions please feel free to contact our Office.**

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PRINCE WILLIAM COUNTY, VA 22192

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