



**MOVE- OUT INSTRUCTIONS
CHECKLIST & ACKNOWLEDGEMENT**

Date: _____

Name (First, Last): _____

Address: _____

Thank you for your tenancy with PropM, Inc. With your written notification to vacate on file, please review, initial and leave on the countertop once complete.

____ 1. Date of vacate? _____ (Email vacate information to Info@PropMhomes.com)

____ 2. Please leave the unit completely empty and broom swept. (Use checklist provided as a guide.)

____ 3. I have cleaned the home myself: Yes No

____ 4. I had the home professionally cleaned and have attached my receipt. Yes No

____ 5. Carpets have been professionally cleaned and have attached my receipt. Yes No

____ 6. **Do Not Disconnect the Utilities.** Please **transfer** the utilities to avoid additional costs. Transfer to the Owner's name. The utility companies have this information on file.

____ 7. Please return keys to our office:

Oregon

18676 Willamette Drive, Suite 100, West Linn, Oregon 97068

Florida

2327 Stickney Point Road, Sarasota, Florida 34231

____ 8. Please leave all garage door remotes, ceiling fan remotes, pool passes, mail keys etc. on the kitchen counter. Thank you.

____ 9. Please provide your new forwarding address for future correspondences.

Forwarding Address: _____ or email to Info@PropMhomes.com

X _____ Date: _____