

**Warrenton Office**  
Austin Realty Management  
& Investments, Inc.  
10 Rock Pointe Lane  
Warrenton, VA 20186  
(540) 347-1901



**Gainesville Office**  
Austin Realty Management, LLC.  
7250 Heritage Village Plaza  
Gainesville, VA 20155  
(703) 753-1801

## IMPORTANT MOVE-OUT INSTRUCTIONS

1. All carpeting is to be **professionally cleaned by a company approved by the management company**. This must be performed regardless of the condition of the carpet. If you would like to use a company not listed, please contact our office for approval. Contractor **MUST** use truck mounted water extraction method for means of cleaning the carpet. Please know that all approvals must be in writing.
  - **Martha Cleaning – (703) 220- 4410**
  - **Absorb Carpet and Upholstery Care - (703) 754-6699**
  - **Costello & Sons Carpet Cleaning (540) 347-7712**
  - **Service Master (540) 347-0285**
  - **Clean Scene (540)439-8829**

For those residents who have pets, be sure to mention that you will need de-flea and de-tick treatments as well as deodorizing. **A paid receipt must be provided at check-out.** If none is provided, you will be charged for an emergency cleaning.

2. The yard is to be cut, all leaves are to be removed, flower beds are to be weeded and cleaned, gutters cleaned, and all yard waste is to be disposed of properly.
3. While professional home cleaning is not required, the level of cleanliness will be not less than that which you expected upon your move-in. We will check such items as:
  - Stove to be cleaned inside and out, under the burners, under the bottom drawer, and all burner pans.
  - Exhaust fan to be clean on the outside and underneath to include the filter.
  - Refrigerator to be clean outside, on top, behind, and, of course, inside with all food removed.
  - Kitchen cabinets to be cleaned outside of all grease and fingerprints, and wiped clean inside.
  - The bathroom must be thoroughly cleaned to include toilets and vanities, and removal of all soap residue from the tub, shower walls, and glass doors, exterior of exhaust fan and light covers.
  - Please remove all cobwebs from the walls and corners, clean forced air return vents, change the furnace filter, wipe/dust baseboards, clean all windows inside to include ledges mid and bottom and behind the blinds and shades, and remove all trash and debris including all packing boxes, coat hangers, and cleaning products. Clean all ceiling fan blades and light covers.

If you decide that you would like for us to recommend professional cleaners, please call the office for a list of individuals we have used. If the home is found to be dirty in any of these areas, a professional cleaner will be hired on your behalf and the cost of the work will be deducted from your security deposit, regardless of the amount of work needed.

4. Please remember that you are responsible to have the utilities on through the term of your lease agreement even if you decide to move out early. In order to expedite the return of your security deposit, please provide proof of your paid final water/sewer bill. ARMI reserves the right to hold any and all of your security deposit until this bill is paid. ARMI also reserves the right or pay on your behalf from the security deposit, if paid receipt is not provided within fourteen (14) days of move-out.
5. Please know that “normal wear and tear” **does not include** highly visible scuff marks or excessive patching to the walls or any type of stains to the carpet. Any touch up painting performed will need to match the color and sheen of the walls exactly. If there is a noticeable difference at the time of the move out inspection, you will be charged for repainting.
6. If you would like to be present for the final walk-out inspection please send us written notification to that effect and we will notify you of the date and time of the inspection, which will be within 72 hours of when you have given us the keys. Please schedule all necessary professionals well in advance so that the receipts can be turned in with the keys at the appropriate check-out time. Check out time is promptly at 12:00pm (noon) at the office location which you initially signed your lease. Please contact the office at least five (5) days prior to the end of lease to make an appointment. No walk thru can be completed until all keys are returned to our office and all the work is completed on your home. If you have garage door openers, please leave them on the counter in the kitchen. Please know that the inspector **CAN NOT** discuss your security deposit or any work that needs to be performed with you, nor will you be given an opportunity to correct deficient items.
7. **PLEASE BE ADVISED!** It is highly recommended that you follow all these steps, at a minimum, to bring your rental home to the highest standard upon move-out. In most cases, a new tenant will move in the following day. Any work that needs to be performed by a contractor after you move-out be assessed **an additional 20% charge** by ARMI, added to the work performed, for coordination and expedition of work in the 24 hour time period.

Please do not forget to give us your forwarding address and telephone number so that your security deposit will get to you quickly. Again, thank you for choosing ARMI for your housing needs and if you have any questions, please do not hesitate to call us.

Sincerely,

-The Austin Realty Management Team