



Move Out Check list and Procedures

Move-out appointment

1. Contact SRE to schedule a move-out appointment.
2. SRE only performs move out appointments during weekdays, **10:00 am to 4:00 pm**.
3. Remember to supply a forwarding address and telephone number for your security deposit refund.

Mandatory Move-out Cleaning Guide:

Below is the SRE required move out cleaning guide for tenant move-outs.

1. All rooms
 - a. Remove all nails, tacks, anchors and window covering hangers.
 - b. Clean baseboards and corners being careful to remove all dust and cobwebs.
 - c. Clean floors and vacuum carpet.
 - d. Wash off shelves in closets and remove all hangers and shelf lining.
 - e. Clean light fixture coverings, around light switches and door frames.
 - f. Clean out fireplace (if applicable).
2. Kitchen
 - a. Clean oven, oven walls and grills, broiler pan, and storage space.
 - b. Clean vent and hood (run through the dishwasher if available).
 - c. Wipe kitchen cabinets and clean inside, outside, and on top. Remove all liners. Handle drawers in the same manner.
 - d. Clean refrigerator including crisper, walls & containers. Defrost, removing all water. Unplug and leave the door open. Clean behind, on top and underneath where possible.
 - e. Clean sink and counter top.
 - f. Clean floor.
 - g. Clean light fixture coverings.
 - h. Remove all cleaning solution residue.
3. Bathrooms
 - a. Clean all light fixtures and coverings.
 - b. Clean medicine cabinet and mirrors (should be free from streaks).
 - c. Sweep, mop, and clean all vinyl and tile flooring.
 - d. Thoroughly clean toilet, sink, cabinet, and tub or shower. Remove all cleaning residues.
 - e. Clean all wall/floor/tub/shower tile, grout and caulk with a mold and soap scum cleaning solution.
 - f. All soap, dishes, handles, racks, faucets and walls should be free of dirt and stains.
4. Exterior, basements, out-buildings and yard (if you are responsible for yard maintenance in your Lease)
 - a. Cut, rake, and remove trash and leaves from yard.
 - b. Sweep off all porches and decks.
 - c. Sweep out basement, carport, garage and any outbuildings, leaving only those items which came with the property.
 - d. Place all trash, garbage and debris where the garbage company instructs you for pickup, or remove it from the property. If you leave items which the garbage company will not accept, SRE will have these items hauled off at your expense, which will be deducted from your security deposit.

NOTE: SRE will use this same checklist in our move-out inspection of the property together with the move-in inspection form on file to calculate damages, if any, to withhold from your security deposit.

Key, Cards, Clicker, Remote, Mailbox Key Returns:

In order to legally return possession of the property, you must physically hand the keys, access cards and remotes to an SRE or designated representative. You may do this at the move-out inspection. Do not leave the keys, access cards, and remotes in the property. If you do not physically hand the keys to a SRE representative or a designated agent you may continue to incur charges pro-rated by the day according to your Lease.

____ Initials ____ Initials ____ Initials ____ Initials Date: _____

Security Deposit Refunds and Move Out Statements:

When tenants follow the proper move-out procedures, give proper notices and leave the property in good condition, it simplifies the task of refunding their security deposit. Security deposits refunds are sent within 30 days in accordance of the Georgia landlord/tenant law.

Security deposit refunds Georgia landlord-tenant law

SRE complies with Georgia landlord-tenant law in determining whether to withhold or refund tenant security deposits. Below is a summary of requirements for refunding security deposits under Georgia law:

1. The Security Deposit shall be returned to Tenant by Landlord within 30 days after the termination of the Lease or the surrender of Premises by Tenant, whichever occurs last (hereinafter "Due Date").
2. Landlord shall have the right to deduct from the Security Deposit:
 - A. the cost of repairing any damage to Premises or Property caused by the negligence, carelessness, accident or abuse of Tenant, Tenant's household or their invitees, licensees and guests
 - B. Unpaid rent, utility charges or pet fees
 - C. Cleaning costs if Premises is left unclean
 - D. Cost to remove and dispose of any personal property and/or
 - E. Late fees and any other unpaid fees and charges.

Move-Out Statements:

Landlord shall provide Tenant with a statement (Move-Out Statement) listing the exact reasons for the retention of the Security Deposit or for any deductions there from. If the reason for the retention is based upon damage to Premises, such damages shall be specifically listed in the Move-Out Statement.

The Move-Out Statement shall be prepared within three business days after the termination of occupancy. If Tenant terminates occupancy without notifying the Landlord, Landlord may make a final inspection within a reasonable time after discovering the termination of occupancy.

Tenant shall have the right to inspect Premises within five business days after the termination of occupancy in order to ascertain the accuracy of the Move-Out Statement. If Tenant agrees with the Move-Out Statement, Tenant shall sign the same. If Tenant refuses to sign the Move-Out Statement, Tenant shall specify in writing, the items on the Move-Out Statement with which Tenant disagrees within 3 (three) business days. For all purposes herein, a business day shall not include Saturday, Sunday or federal and state holidays.

Landlord shall deliver the Move-Out Statement, along with balance, if any, of the Security Deposit, before the Due Date. The Move-Out Statement shall either be delivered personally to Tenant or mailed to the last known address of Tenant via first class mail. If the letter containing the payment is returned to Landlord undelivered and if Landlord is unable to locate Tenant after a reasonable effort, the payment shall become the property of Landlord 90 days after the date the payment was mailed.

PLEASE NOTE AS OF July 22, 2011 EMORY HAS POSSESSION OF AND HOLDING ALL SECURITY DEPOSITS FOR CURRENT TENANTS AS REQUIRED BY LAW. SHOULD EMORY STILL BE IN POSSESSION OF SECURITY DEPOSITS AT THE TIME OF MOVE OUT EMORY SHALL DISBURSE FUNDS AS STATED ABOVE. SCORE REAL ESTATE & PROPERTY MANAGEMENT WILL NOT BE RESPONSIBLE FOR YOUR SECURITY DEPOSIT REFUND AND ALL SECURITY DEPOSIT REFUND QUESTIONS SHOULD BE DIRECTED TO EMORY UNIVERSITY ONLY AFTER MOVE OUT INSPECTION HAS BEEN COMPLETED.

1. _____ DATE _____

2. _____ DATE _____

3. _____ DATE _____

4. _____ DATE _____

THIS NOTICE MUST BE SIGNED AND DATED FOR PROPER NOTICE TO STAND