



S P A R T A N
PROPERTY MANAGEMENT
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Owner Move-Out and Prep Checklist

You want the condition of your home at tenant move-in to be the standard set for the tenants when they move out. Make sure to go through this checklist to prepare your home to set the standard high.

- Leave all keys in the property:** This includes garage door remotes, pool keys/cards, gate keys, storage door keys, mail keys, etc.
- Remove all personal property:** This includes hand soap at sinks, cleaning supplies, art hangings, lawn equipment (unless you are agreeing to leave this for the tenant), washer & dryer (unless you are agreeing to leave this for the tenant, etc.)
NOTE: Remember that any personal property left is your responsibility to repair and maintain if it breaks.
- Leave utilities on!:** Please leave all utilities on while the home is vacant as this keeps your home well heated/cooled as needed during very cold or very hot temperatures, PLUS your home will show so much better!
- Have home professionally cleaned, including the carpets!**
- Complete any work orders necessary:** For example, this includes replacing burnt out light bulbs, appliance maintenance, repair/fill in large holes from screws or bolts, etc.)
- Smoke and Carbon Monoxide Alarms:** Pursuant to North Carolina General Statutes § 42-42, the landlord shall provide operable smoke alarms, either battery-operated or electrical. If the Premises has a fossil-fuel burning heater, appliance, or fireplace, or an attached garage, the Landlord shall provide and install a minimum of one operable carbon monoxide alarm per level in the Premises, either battery operated or electrical.
- Replace air filters.**
- Replace any burnt out light bulbs.**
- Landscaping:** Make sure to mow the lawn, if applicable. Keep in mind it may be several weeks before a tenant moves in to your property. Have lawn maintenance set up for the time period in between to keep your yard well maintained and looking snazzy for showings.



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- Insurance:** Contact your insurance company to make sure they know you will have tenants in the property.

Please check off all of the boxes and sign off below acknowledging you have completed each task associated with your move out.

Owner

Owner

Property Manager