



MOVE-OUT CHECKLIST

In order to facilitate the refund of your security deposit, below is a checklist for you to complete. Please call or email with any questions or concerns.

- You must be out of your rental unit by **NOON on July 25th** unless otherwise stated on your Rental Agreement.
- The rental unit needs to be cleaned, thoroughly and properly, and restored to the condition it was in at the commencement of the Rental Agreement. You can access our [Move-Out Cleaning Guide](#) on our website, www.erprentals.com, which will give you a clear understanding of what our expectations are. Please read this document thoroughly! If the rental unit is not restored to the condition it was on the first day of your Rental Agreement, we will hire a professional cleaner and the charges will be deducted from your deposit. **Please keep in mind we have pictures and/or video of your unit in its condition the day you moved in.*
- All appliances need to be cleaned inside and out and left as clean as they were when you moved in. (oven cleaner takes 12-24 hours to soak once it has been sprayed on. Do not wait until the last minute to clean your oven.) This is also including in the [Move-Out Cleaning Guide](#).
- If the carpet in your rental unit needs to be cleaned due to stains, odor, or anything beyond normal wear and tear, you will need to have it cleaned professionally or with a *Rug Doctor* type carpet cleaning machine to clean and deodorize. Spot cleaning of carpet is not accepted as a method of cleaning. Receipt from a professional carpet cleaner or rental of carpet cleaning machine needs to be left on counter if your carpet is in need of cleaning. If you are going to hire a professional cleaning company, be sure to make your appointment well in-advance to your final move-out date.
- Remove any unwanted items from the premises and set them outside for trash pickup on the appropriate day prior to your final move-out. If you leave any items (*i.e. garbage, mattress, TV, furniture, dresser, etc.*) in the rental unit, outside, or by the curb after you vacate, your security deposit will be charged. When placing your final amounts of garbage out for pick-up, remember, no more than what will fit in the trash receptacle is allowed; the lid must shut and no other garbage is to be on the ground next to it UNLESS it has the appropriate tags purchased from the City of Iowa City.
- If you are required to mow the lawn, as assigned in your Rental Agreement, you need to mow before your final move-out date. The yard needs to be picked up and free of all garbage and debris.

- You will need to contact any/all utility companies to have service taken out of your name. Remember, if you vacate the unit before the end of your rental term, the utilities MUST remain in your name until the final day of the Rental Agreement.
- ***You must provide ERP, LLC, in writing, a forwarding address for the return of your security deposit.*** Refund checks and a summary of deductions (if any) will be issued within 30 days of the last day of your Rental Agreement. Please leave the Forwarding Address Form For Security Deposit on the kitchen counter.

Please do not call or email asking when your refund will be mailed. It is required by state law that a landlord mails them no later than 30 days of the last day of your rental term. Please do not call or email asking for your refund to be expedited. The best thing you can do to have your refund promptly returned to you is to complete everything on this list and following all of our cleaning recommendations and guide.

- You will also need to leave on the kitchen counter ALL keys provided at move-in. The number of keys returned must match the number of keys specified on the Receipt For Keys At Move-In form. If keys are not all returned, the cost to have locks replaced (cost of new locks and labor to install) will be deducted from your security deposit or a \$25.00 charge for key replacement if we feel a new lock is not required.
- Contact the post office to file a Change of Address. ERP, LLC will not be responsible for any mail that is left or arrives in your mailbox after the end of your rental term.

The forms mentioned above can be accessed from our website at www.erprentals.com or you may request them via email. If you would like to leave this checklist on the kitchen counter, along with the other items required, feel free to do so. Please note: we do not schedule final inspections with our tenants. Final inspections will start at noon on July 25th in no particular order.

Thank you in advance for completing this move-out checklist!

ERP, LLC