VACATING CHECKLIST

Welcome to our Smithview Community. We hope you enjoy your stay with us. In order to avoid any misunderstanding, the following checklist is provided to address areas which will be inspected at the move-out.

IT IS RECOMMENDED:

- The Patio Home and/or Villa is thoroughly cleaned and void of all personal belongings. Walls and doors are free of dirt, grease, fingerprints, holes and stickers. Kitchen cabinets are free from grease. Shelf paper is removed and all windows, window tracks and sliding doors are clean.
- Range, burners,(top and underneath), broiler pans, oven racks, drawer and range hood(including filter) are cleaned. Refrigerator is defrosted and cleaned. Interior of dishwasher is clean. Countertops are clean and free of stains, burns, etc.
- Floors are clean (swept and wet mopped) and all carpets are vacuumed. Patio and garage are clean and swept.
- Carpeting is clean and free of stains and odors. Replacement of padding and/or carpet associated labor may be necessary to eliminate hidden pet or other odors.
- Bathrooms are clean
- All keys are returned to management agent upon vacating
- Light bulbs (all) are to be present and in working condition.
- Please check with management to ensure that all rent and other outstanding charges to your account have been paid in full. (any outstanding charges upon vacating will be turned over for collection and the credit bureau will be notified to reflect past due amounts on your credit report).
- If a resident fails to fulfill the initial term of the lease, they will be charged for the turn-over costs. (painting, cleaning, advertisement).

We thank you for your cooperation. Please schedule the final inspection of your unit with the management agent.

Your security deposit will be refunded within 30 days after move-out if there are no claims for damages. It is important that you provide a forwarding address.

_____/_____ _____

Resident Date

_____ _____

Smithview Management Agent Date

Smith Mountain Lake | Moneta | Wirtz | Rocky Mount | Franklin County, Virginia