

# Concord Property Management, LLC



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## **GENERAL TENANT MOVE OUT REQUIREMENTS**

### **General Cleaning:**

1. All walls, doors, baseboards, woodwork, light switches, and faceplates are to be cleaned of smudges, fingerprints, and scuffmarks. Damaged cover plates are to be replaced.
2. All nails and picture hangers are to be removed and holes filled.
3. All windows and screens are to be thoroughly cleaned, including frames and tracks, inside and out.
4. All drawers, shelves, cabinets, and closets are to be thoroughly cleaned. Any shelving paper put in by you is to be removed.
5. Carpets to be PROFESSIONALLY cleaned, a copy of the receipt is required. If no receipt is received, then a professional will be hired at your expense.
6. Floors are to be swept, mopped, and waxed.
7. Patios, lanais, and walkways are to be swept and/or hosed down.
8. Garage floors/carport/parking stalls are to be cleaned of any grease, oil or stains caused by you or your guest's vehicles.
9. Plumbing fixtures are to be cleaned of all film or buildup of any type, including soap scum, toilet bowl rings and mineral deposits.
10. Appliances should be thoroughly cleaned with appropriate cleaning materials:



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- Refrigerator - Clean the interior by removing all shelves and drawers. Clean the exterior including vacuuming coils, the floor under and around the unit. Defrost freezer, if necessary, and replace ice trays. DO NOT UNPLUG OR TURN OFF!
  - Oven - Clean the interior and exterior including the oven tops all burners. All outside surfaces should be cleaned with an all-purpose cleaner to remove grease and grim. Clean the bottom drawer (if there is one) and the broiler pan.
  - Stove - Remove and clean the drip pans or replace, clean under drip pans (most range tops will lift up to expose area under drip pans).
  - Stove hood filter - Must be removed and cleaned (if the metal type) in a solution of grease solvent cleaner and hot water. Surfaces of stove hood should be thoroughly cleaned.
  - Dishwasher/Disposal - Clean rubber gasket in dishwasher and disposal to remove built up grime. Make sure dishwasher is free of water. Disposal can be deodorized with pine-type cleaner. Wipe exterior surfaces of dishwasher, including sides of door.
  - Washer/Dryer - Make sure all lint is removed from filters. Clean the interior and exterior surfaces of both appliances. If dryer vents outside, make sure the area is clean.
  - Ceiling fans and blades - Wipe clean.
11. Vacuum drapery and slats of blinds. Damaged or filthy window blinds are to be replaced prior to scheduled walk through.
  12. Clean all light fixtures and replace burnt out bulbs.
  13. Pets if allowed: After professional carpet cleaning and removal of pets, PROFESSIONALLY treat inside and out for fleas, ticks and mites. We require a copy of the receipt. If we have not been given a receipt before or during your walk through, we will hire a professional pest control company to do the treatment at your expense.
  14. Complete final yard work as close as possible to vacating; the lawn should be mowed and yard should be trimmed prior to walk through.
  15. All trash and bulk items should be removed and disposed of at the property prior to the scheduled walk through.

**FINAL INSPECTION:**

You have a choice to be present when the unit is inspected, but you will need to coordinate a time with us. The unit must be ready for final inspection; at which time all



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cleaning and repairs must be completed. We will finish anything not completed, but at your expense.

**KEYS:**

All keys must be returned at time of walk through. If you are unable to be at the final walk through, then the keys must be dropped off at one of our office locations before the scheduled walk through.

**UTILITIES AND MAIL:**

All utilities need to stay in your name until the end of your lease term. You are responsible for terminating your utility services. You are also responsible for notifying the postal service of your change of address.

We are legally required to return your security deposit or to notify you of any delay due to necessary repairs/cleaning etc. by midnight of the 45<sup>th</sup> day after the walk through has taken place.

We hope that this information helps you in preparing for your final walk through.

To avoid any misunderstandings, please call our office if you have any questions.



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