



## **DULLES PROPERTIES, INC.**

**Property Management Department**

### **IMPORTANT MOVE-OUT INSTRUCTIONS**

1. All carpeting is to be **professionally** cleaned. This must be performed regardless of the condition of the carpet, unless Property Management at Dulles Properties, Inc. indicates to you that the cleaning will not be necessary. A paid receipt for all cleaning must be provided. For those tenants that have pets, you will need to have de-flea and de-tick treatments done on the carpets as well as deodorizing.
2. If you have a yard, the yard will be cut, all leaves will be removed, flower beds to be weeded and cleaned, all yard waste is to be disposed of properly. If the gutters were cleaned prior to your move-in – they will need to be cleaned when you vacate the property.
3. Professional house cleaning is not required, however, the level of cleanliness will not be less than the condition of the property when you took occupancy. If you would like for Dulles Properties to recommend a cleaning service, please feel free to give us a call for a list of cleaners that we have used. If the home is not in the condition that it was when rented a professional cleaner will be hired on your behalf by Dulles Properties and the cost of the work will be deducted from your security deposit.
4. Please remember that you are responsible to have the utilities on through the term of your lease agreement even if you decide to move out early. In order to expedite the return of your security deposit, please provide your final paid water/sewer bill. Dulles Properties reserves the right to hold any and or all of your security deposit until this bill is paid. Dulles Properties also reserves the right to pay this bill on your behalf from the security deposit, if a paid receipt is not provided within fourteen (14) days of move-out.

Please be aware that “normal wear and tear” **does NOT** include highly visible scuff marks or excessive patching to the walls or any types of carpet stains. If you attempt any touch up painting – the paint must match exactly, if there is a

noticeable difference in paint at the time of move out inspection, you may be charged for repainting.

5. You may be present at the move-out walk-through. The office will be contacting you to set up a time for the inspection, at that time discuss your desire to be present for the walk-through inspection. At the inspection there will be no discussion of the percentage of your deposit that will or will not be returned due to work that needs to be performed on the property. You will receive your deposit back within the required forty-five (45) days of vacating the property with a letter explaining any deductions from your initial deposit.
6. Remember to leave all keys, mailbox keys, garage door openers, parking passes/stickers with our property manager or at our office when you leave the property.
7. Please be sure to provide a forwarding address and telephone number(s) to our property manager so that we can expedite the return of your security deposit.

Thanks so much for letting Dulles Properties, Inc. serve your rental property requirements, if you would like to use us for any of your future real estate needs please give us a call.

Sincerely,

Property Management Department  
Dulles Properties, Inc.