

# Timeline & Steps for Moving Out

1

## **Decide to Move & Review Your Lease**

Confirm the required notice period (e.g., 30 or 60 days).

Review move-out rules for: Cleaning expectations, repairs or painting, carpet or professional cleaning, key and access device return

- Note any penalties for late or improper notice.

2

## **Give Notice Through RentVine**

Submit notice by the lease deadline.

Include: Your full name, rental address and unit number, intended move-out date, forwarding address (or state you'll provide it later), keep proof of delivery.

3

## **Plan the Move**

- Schedule movers or reserve a moving truck.
- Begin packing non-essential items.
- Notify employer, schools, and service providers of your upcoming move.

4

## **Transfer or Cancel Utilities & Services**

Schedule shut-off or transfer for: Electricity, gas, water, internet and cable

- Keep services active until your move-out date.
- Set up utilities at your new address.

5

## **Prepare the Unit**

Prepare the Unit

Remove personal belongings gradually.

Repair minor damage:

- Patch small nail holes (if required)
- Replace burnt-out light bulbs
- Tighten loose fixtures or handles
- Replace smoke detector batteries if needed.



Have any questions? → [support@hickspropertymanagement.net](mailto:support@hickspropertymanagement.net)

# *Timeline & Steps* for Moving Out

6

## **Clean the Unit Thoroughly**

### All Areas

- Vacuum and mop floors
- Dust baseboards, vents, and fixtures
- Remove trash and personal items

### Kitchen

- Clean appliances inside and out
- Wipe cabinets, counters, and sink
- Remove all food

### Bathroom

- Clean toilet, sink, tub, and shower
- Remove soap scum and mildew
- Clean mirrors and fixtures

### Bedrooms & Living Areas

- Clean closets and shelves
- Remove hooks, nails, and tape (unless allowed)

7

## **Document the Condition**

Take photos and videos after cleaning and repairs.

- Capture each room, appliances, and any pre-existing damage.
- Save files until your deposit is returned.

8

## **Final Walk-Through & Key Return**

- Attend the move-out inspection if possible.
- Ask for written confirmation of unit condition.
- Return:
  - Keys
  - Key fobs
  - Garage remotes
  - Parking passes



Have any questions? → [support@hickspropertymanagement.net](mailto:support@hickspropertymanagement.net)

# *Timeline & Steps* for Moving Out

9

## **Move Out Completely**

- Ensure the unit is empty.
- Lock doors and windows.

Leave the unit in move-in-ready condition.

10

## **Update Your Address**

- Submit a change of address with the postal service.
- Update banks, credit cards, insurance, subscriptions, and employer records

11

## **Security Deposit Follow-Up**

- Confirm your forwarding address with the landlord.
- Track the legal deadline for deposit return.
- Review itemized deductions.
- Dispute improper charges in writing if needed.

As your time in the home comes to a close, we wanted to take a moment to thank you for being such a wonderful resident. It's been a pleasure having you, and we truly appreciate the care you've taken of the property.

We wish you all the very best in your next chapter and hope your new place brings you comfort and happiness.

If you have a moment, we would be very grateful if you'd consider leaving us a review about your experience on Google or Facebook. Your feedback means a great deal to our team and helps us continue to provide great service.

Thank you again, and warmest wishes going forward.

Kind regards,

**Hicks Property Management**



Have any questions? → [\*\*support@hickspropertymanagement.net\*\*](mailto:support@hickspropertymanagement.net)