

FAREWELL MESSAGE TO OUR VALUED TENANT

We appreciate your tenancy with Byers & Harvey Real Estate & Management and we aim to make your departure as smooth as possible. To ensure a hassle-free exit, kindly remove all personal belongings and trash from the property before you leave. Please note that our representative will conduct a thorough inspection of the unit, looking for any cleanliness or damage issues on the items listed below.

- FAILURE TO TURN IN ALL KEYS PROVIDED TO YOU AT MOVE IN WILL RESULT IN A CHARGE FOR RE-KEYING ALL LOCKS.
- PLEASE NOTE THAT IF THE WATER OR ELECTRICITY NEEDS TO BE TURNED ON TO CLEAN THE PROPERTY, YOU WILL BE CHARGED FOR THE EXTRA COST INCURRED IF THEY ARE OFF. THE UTILITY COMPANIES CHARGE A MINIMUM FEE OF \$50 FOR RE-CONNECTION. THIS AMOUNT WILL BE DEDUCTED FROM YOUR DEPOSIT.
- LEAVE ANY GARAGE DOOR OPENERS ON THE KITCHEN COUNTER BEFORE LEAVING.

GENERAL

- CARPET - ENSURE THAT YOU HAVE VACUUMED THE CARPETS, INCLUDING THE CLOSETS. HOWEVER, PROFESSIONAL CARPET CLEANING WILL TAKE PLACE AFTER YOU VACATE AND THE COST WILL BE DEDUCTED FROM YOUR DEPOSIT. NOTE THAT THIS SHOULD BE THE FINAL STEP IN CLEANING YOUR UNIT.
- ALL ELECTRICAL SWITCHES & OUTLETS MUST BE WIPED DOWN.
- ALL LIGHT GLOBES MUST BE FREE OF DUST / BUGS.
- HEAT/AIR FILTER MUST BE NEW - BE SURE TO WIPE DOWN A/C GRATE, WHERE APPLICABLE.
- STORAGE AREA CLEANED/SWEPT OUT.
- PATIO/PORCH AREA FREE OF TRASH/BELONGINGS.
- REMOVE ALL NAILS FROM THE WALLS. AVOID PATCHING ANY HOLES OR APPLYING PAINT; FAILURE TO DO SO WILL RESULT IN A CHARGE FOR REPAINTING THE UNIT FROM YOUR DEPOSIT.
- ALL LIGHT BULBS MUST BE IN WORKING ORDER.
- CHECK ALL CLOSETS FOR CLEANLINESS, INCLUDING SHELVES.
- WIPE DOWN ALL DOORS & HANDLES.
- FLOORS AND BASEBOARDS - VACUUM/MOP AND WIPE DOWN.
- WINDOWS & SILLS / SCREENS / BLINDS - WIPE OUT WINDOW SILLS AND AT WINDOW LOCKS. DUST BLINDS.
- WALLS - IF YOU HAVE ANYTHING OTHER THAN FLAT PAINT, YOU SHOULD BE ABLE TO WASH ALL THE WALLS TO REMOVE ANY HAND PRINTS, FURNITURE, SMUDGES, ETC. TRY A SMALL AREA FIRST TO TEST THE PAINT.

LIVING ROOM

- CEILING FAN - DUST FAN BLADES & WIPE DOWN.
- AIR DUCTS / HEAT VENTS - IF ON THE CEILING, BE SURE TO DUST THEM AS WELL AS THE CEILING AROUND IT.

UTILITY ROOM / CLOSET

- DOORS & HANDLES - WIPE DOWN.
- FLOORS AND BASEBOARDS - MOP AND WIPE DOWN.
- WASHER / DRYER - IF PROVIDED, CLEAN UNDER & AROUND THEM. REMOVE ANY DEBRIS FROM VENTS.

***IF PROVIDED - UNITS WILL ALSO BE CHECKED FOR DAMAGE.*

— MOVE OUT CHECKLIST —



KITCHEN

STOVE/BURNERS/OVEN - REPLACE THE DRIP PANS UNDER THE HEATING ELEMENTS ON THE STOVETOP.

**IF THE OVEN IS SELF-CLEANING, DO NOT USE EASY OFF OR SIMILAR PRODUCTS.*

REFRIGERATOR/FREEZER:

- PULL THE UNIT OUT AND CLEAN THE WALL BEHIND IT, AS WELL AS THE FLOOR UNDERNEATH.
- CLEAN BOTH THE INSIDE AND OUTSIDE OF THE REFRIGERATOR THOROUGHLY.

**TIP: REMOVE ALL THE DRAWERS AND SHELVING AND WASH IN SINK OR BATHTUB. CLEAN THE UNIT INTERIOR AND EXTERIOR WITH SOAP AND WATER. FOLLOW UP WITH A DRY MICROFIBER CLOTH TO REMOVE ANY EXCESS DEBRIS OR HAIR. REINSTALL DRAWERS AND SHELVING. YOU CAN USE A TOOTHBRUSH FOR THE HARD TO REACH CRACKS AND RUBBER SEALS.*

DISHWASHER - CLEAN INSIDE AND OUT. DON'T FORGET TO WIPE AROUND THE RIM OF THE DOOR TOO.

MICROWAVE - DON'T FORGET THE TOP ON THE INTERIOR.

RANGEHOOD / FILTER(S) UNDER THE MICROWAVE - REPLACE AND/OR CLEAN.

**TIP: FILTERS UNDER THE MICROWAVE CAN BE PUT IN THE DISHWASHER TO CLEAN.*

SINK, FAUCET, DRAINS.

**TIP: MAGIC ERASERS, CAMEO, OR SOS PADS CLEAN A STAINLESS STEEL SINK.*

CABINETS & HANDLES / COUNTERS - VACUUM OUT DEBRIS AND THEN WIPE DOWN INSIDE AND OUT.

BEDROOM(S)

FLOORS AND BASEBOARDS - VACUUM/MOP AND WIPE DOWN.

WINDOWS & SILLS / SCREENS / BLINDS - WIPE OUT WINDOW SILLS AND AT WINDOW LOCKS. DUST BLINDS.

WALLS - IF YOU HAVE ANYTHING OTHER THAN FLAT PAINT, YOU SHOULD BE ABLE TO WASH ALL THE WALLS TO REMOVE ANY HAND PRINTS, FURNITURE, SMUDGES, ETC. TRY A SMALL AREA FIRST TO TEST THE PAINT.

CEILING FAN - DUST FAN BLADES & WIPE DOWN.

CLOSETS - VACUUM & WIPE DOWN SHELVES.

BATHROOM(S)

SHOWER, TUB, DRAIN, FAUCET, & SHOWER HEAD.

**TIP: USE VINEGAR & WATER IN A ZIPLOCK BAG TO REMOVE CALCIUM BUILD UP ON SHOWER HEAD.*

SINK, FAUCET, & DRAIN - CLEAN & REMOVE ANY BUILD UP.

TOILET, SEAT, & BASE - CLEAN FRONT OF THE TOILET, UNDER THE BOWL LEADING DOWN TO THE BASE, AND THE SEAT, TO INCLUDE CONNECTING PARTS.

**TIP: CLEAN WITH PRODUCT AND WIPE DOWN WITH DRY MICROFIBER CLOTH WHEN FINISHED TO REMOVE EXCESSIVE DEBRIS OR HAIR.*

TOWEL BAR(S), TOILET PAPER HOLDER, ROLLER - WIPE DOWN.

CABINETS & HANDLES / COUNTERS - VACUUM OUT DEBRIS AND THEN WIPE DOWN INSIDE AND OUT.

Important Information Regarding Move Out and Property Inspections

Move Out Inspections are scheduled Monday through Friday between 9:00 am and 3:00 pm. If you need to reschedule, please give us at least three (3) days' notice, and we will do our best to accommodate you. If you are unable to attend your inspection, please drop off your keys at our office beforehand. It is essential to prepare the property for the inspection by ensuring it is clean and all personal items are removed. Failure to do so may result in a revisit fee of \$50, in addition to the applicable rent charged per day.



BYERS & HARVEY WELCOMES YOU!

THANK YOU FOR CHOOSING US AS YOUR RENTAL COMPANY. WE ARE DEDICATED TO MAKING YOUR MOVE-IN TRANSITION AS SMOOTH AND STRESS-FREE AS POSSIBLE. TO MAKE THIS PROCESS EASIER, WE HAVE PROVIDED A HELPFUL CHECKLIST BELOW. HOWEVER, IF YOU NEED ANY ASSISTANCE, DON'T HESITATE TO REACH OUT TO US. WE'RE THRILLED TO HAVE YOU ON BOARD!

- RENTERS INSURANCE:** MUST INCLUDE UP TO \$100,000 IN LIABILITY, EVERY ADULT MUST BE LISTED, & MUST BE FOR THE PROPERTY YOU ARE MOVING INTO.
- ACCESSING THE PORTAL:** MAKE SURE YOU HAVE YOUR PORTAL ACTIVATED. IF NOT, CONTACT THE OFFICE AND WE WILL SEND YOU A LINK TO DO SO.
- TRANSFER UTILITIES:** PLAN TO HAVE UTILITIES TRANSFERRED IN YOUR NAME THE DAY THAT YOU SIGN YOUR LEASE. YOU WILL RECEIVE ALL UTILITIES COMPANIES & CONTACT INFORMATION WITH YOUR WELCOME PACKET & KEYS.
- UNDERSTAND MOVE IN FEES/DUES:** IF NEEDED, PLEASE FEEL FREE TO CONTACT THE OFFICE FOR A PRICE BREAKDOWN OF WHAT WILL BE DUE AT MOVE IN.
- PROVIDE PET INFO.:** TURN IN VET RECORDS, A PHOTO OF THE PET, AND YOUR ESA/SERVICE ANIMAL LETTER IF APPLICABLE. PLEASE SEND TO FRONTDESK@BYERSANDHARVEY.COM
- SIGNING YOUR LEASE:** YOU CAN EXPECT YOUR LEASE IN YOUR EMAIL THE MORNING OF. DIGITAL SIGNATURES FROM ALL PARTIES ARE REQUIRED.
- PICKING UP KEYS:** YOU MAY PICK UP KEYS FROM OUR OFFICE DURING BUSINESS HOURS. IF SOMEONE IS PICKING UP YOUR KEYS FOR YOU, PLEASE NOTIFY THE OFFICE WITH THEIR FIRST AND LAST NAME, DATE, AND HAVE THEM BRING IN THEIR ID. IF YOU ARE PICKING UP YOUR KEYS AT A LATER DATE, PLEASE NOTIFY THE OFFICE.

WHERE TO GO: WE ARE LOCATED AT 1820 BUSINESS PARK DR. CLARKSVILLE, TN, 37040

CONTACT US: WITH QUESTIONS OR CONCERNS EMAIL FRONTDESK@BYERSANDHARVEY.COM OR CALL US @ 931-647-3501

WELCOME HOME!



— MOVE IN CHECKLIST —

FOLLOW-UP AND REMINDERS AFTER MOVING IN

WE HOPE THAT YOU ARE ENJOYING YOUR NEW HOME. TO ASSIST YOU DURING THIS PERIOD, WE HAVE CREATED A LIST OF HELPFUL REMINDERS. IF YOU HAVE ANY INQUIRIES OR WORRIES, FEEL FREE TO REACH OUT TO US.

MOVE IN INSPECTION FORM: YOU HAVE 7 DAYS FROM THE DATE YOUR LEASE IS SIGNED TO RETURN THIS FORM BACK INTO US. WE CANNOT USE THIS FORM AT MOVE OUT IF IT IS TURNED IN LATE. YOU MAY EMAIL THAT TO FRONTDESK@BYERSANDHARVEY.COM, BRING IT BY THE OFFICE DURING BUSINESS HOURS, OR LEAVE IT IN OUR DROPBOX IN FRONT OF OUR BUILDING.

TRANSFER UTILITIES: IF YOU HAVE NOT TRANSFERRED UTILITIES, DO SO ASAP. YOU WILL BE BILLED FOR THE PERIOD BETWEEN YOUR LEASE BEING SIGNED AND THE DAY UTILITIES WERE TRANSFERRED.

MAINTENANCE: ONCE THE ITEMS ON YOUR MOVE INSPECTION HAVE BEEN COMPLETED, IF REQUIRED, YOU MAY PUT IN A WORK ORDER/SERVICE REQUEST VIA YOUR PORTAL, BY EMAILING US, OR CALLING THE OFFICE.

LOCKBOX: THERE MAY BE A LOCKBOX HANGING ON OUR DOORKNOB. THOSE ARE PICKED UP EVERY FRIDAY. PLEASE NOTIFY THE OFFICE IF THE LOCKBOX IS STILL HANGING ON THE DOORKNOB AFTER 14 DAYS FROM THE DAY YOU SIGNED YOUR LEASE.

SETTING UP WIFI: THERE ARE A FEW SERVICE PROVIDERS IN THE AREA BUT NOT ALL OF THEM MAY SERVICE YOUR SPECIFIC PROPERTY. CDE, CEMC, SPECTRUM, VERIZON, & AT&T ARE A FEW LOCAL PROVIDERS. SOME MAY REQUIRE A PERMISSION LETTER. WE ONLY HAVE LETTERS FOR CEMC & CDE ON FILE, ANY OTHER COMPANY WOULD NEED TO PROVIDE THAT TO US/TENANT FOR OUR PROPERTY MANAGER TO SIGN OFF ON. THIS CAN BE EMAILED.

COMMUNICATION: YOU CAN CONNECT WITH US VIA EMAIL AT FRONTDESK@BYERSANDHARVEY.COM OR BY CALLING US AT 931-647-3501. PLEASE BE SURE TO LEAVE A VOICEMAIL IF YOU ARE UNABLE TO REACH ANYONE AND WE WILL BE SURE TO RETURN YOUR MESSAGE AT OUR EARLIEST CONVENIENCE.

FEEDBACK: IF YOU'VE HAD A POSITIVE EXPERIENCE WITH US, PLEASE LET US KNOW. WE WOULD GREATLY APPRECIATE YOUR KIND REVIEW, WHICH CAN BE LEFT AT THE FOLLOWING LINK: [REVIEW](#). IF YOU FEEL AS THOUGH THERE ARE THINGS THAT WE CAN IMPROVE ON, PLEASE LET US KNOW AT FRONTDESK@BYERSANDHARVEY.COM & PUT "FEEDBACK" IN THE SUBJECT LINE.

THANK YOU!



— MOVE IN FOLLOW-UP —