

This is a quick reference checklist of items you will need to complete to ensure a smooth move out process.

- ✓ Submit, in writing, your Intent of Notice to Vacate Form to our office. You may do so in person, by e-mail, US Postal Service, or by logging into your tenant portal and submitting the Notice.

- ✓ Provide Real Property Management Tidewater with your forwarding address.

- ✓ Call utility companies and take the service out of your name as of the last day of your rent responsibility.

- ✓ Have your mail forwarded to your new address.

- ✓ Have the property completely clean, inside and out, as required by your Lease Agreement. Professional cleaning may be required. Inquire if you have questions. Be prepared to provide receipts of all move out requirements at the time you return your keys.

- ✓ Return all keys, garage door openers, parking passes, pool passes, etc. to the Real Property Management Tidewater office.

- ✓ Ensure that your yard is clean and maintained as per your rental agreement.