



PROPERTY MANAGEMENT TENANT MOVE-OUT CHECKLIST

1. Pre-Move-Out Walkthrough

- Schedule and conduct a walkthrough a few days before the lease ends.
- Document any visible issues with time-stamped photographs.
- Discuss normal wear and tear vs. damage with the tenant in person.

2. Unit Clear-Out

- Identify leftover furniture, trash, or abandoned items.
- Arrange a portable storage container (e.g., Go Mini's) for fast clearing.
- Ensure all spaces are empty before scheduling contractors.

3. Repairs & Maintenance

- Check bathroom and under-sink cabinets for soft spots, discoloration, or mold.
- Test all doors and windows to ensure they latch properly.
- Hire a handyman to address sticky hinges, cracked tiles, or drywall damage.
- Schedule professional painting and cleaning.

4. Cleaning & Staging

- Remove any remaining cleaning supplies or maintenance clutter.
- Ensure the unit is well-lit (replace burnt-out bulbs).
- Take high-quality listing photos of the staged and empty rooms.

5. Deposit & Legal Prep (Georgia Law)

- Compile contractor receipts and walkthrough notes.
- Finalize the itemized statement of deposit deductions.
- Return the remaining security deposit within the 30-day legal window.