



TENANT MOVE-OUT INSTRUCTIONS

We understand that your last few weeks will be chaotic however, communication is paramount to ensure a smooth move out experience. Please reference our [MOVE-OUT CHECKLIST](#) for specifics on all cleaning requirements. We encourage you to select one of our approved vendors from our [VENDOR LIST](#).

Here are some important details to be aware of:

- Be sure to communicate with our office exact date you plan to vacate the property so we can coordinate the final inspection. You will be contacted by our inspector should you wish to be present at the final inspection. The property must be completely vacant and all cleaning tasks completed. **Any rescheduling of the inspection due to tasks not being completed will result in a \$100 fee.**
- All utilities must remain on through the last day of your lease. That means if the last day of your lease falls on a weekend, you should terminate utilities the next business day. We will require confirmation of final utility bills paid in full prior to release of your security deposit.
- Your lease terminates at 5:00 pm on the last day of your lease. **YOU MUST COMPLETE ALL REQUIRED MOVE OUT TASKS AND RETURN KEYS/FOBS/REMOTES/PARKING PASSES/POOL PASSES TO OUR OFFICE BY THAT TIME.** If our office is closed we have a drop-slot to return the above. Please be sure to place everything in an envelope with the property address identified.
- We will require copies of receipts for all cleaning, along with a forwarding address as part of the security deposit refund process. This process can take up to 45 days from the date of your inspection or last day of your lease, whichever is later.

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