

# Haley Estates Move Out Checklist

1 of 1

Unit # \_\_\_\_\_

Move Out Date: \_\_\_\_\_

The following checklist will assist you as you move out of your Haley Estates condominium. We will return your full deposit if/when the following items are completed and there are no damages.

- \_\_\_\_\_ 1. Remove all belongings, trash, and food items.
- \_\_\_\_\_ 2. Remove all belongings from garage and patio areas. Please do not leave tires, car batteries, mattresses, televisions, furniture, etc.
- \_\_\_\_\_ 3. Remove all nails, tape, and hangers from walls.
- \_\_\_\_\_ 4. Clean entire duplex
  - \_\_\_\_\_ a. Bedrooms
  - \_\_\_\_\_ b. Bathroom(s) (counter(s), cabinet(s), sink(s), toilet(s), tub/shower, clothes washer, dryer)
  - \_\_\_\_\_ c. Living/Dining Room
  - \_\_\_\_\_ d. Kitchen (counters, cabinets, sink, oven, range, microwave, refrigerator/freezer, dish washer)
  - \_\_\_\_\_ e. Garage
  - \_\_\_\_\_ f. Patio
- \_\_\_\_\_ 5. Vacuum entire duplex.
- \_\_\_\_\_ 6. Mop vinyl areas in Kitchen & Bathroom(s).
- \_\_\_\_\_ 7. Turn heat to 50 degrees in winter or turn air conditioning to "off". Do **NOT** turn heat off in the winter.
- \_\_\_\_\_ 8. Leave keys and garage door opener(s) on kitchen counter.
- \_\_\_\_\_ 9. Close and lock all doors and windows.
- \_\_\_\_\_ 10. Contact utility companies to transfer billing from your name to Troyer Management effective as of your move out date.
  - \_\_\_\_\_ a. **Gas** – NIPSCO, PO Box 13007, Merrillville, IN 46411-3007 – 1 (800) 464-7726 – nipsco.com
  - \_\_\_\_\_ b. **Electric** – Indiana Michigan Power, PO Box 60, Fort Wayne, IN 46801 – 1 (800) 311-4634 – indianamichiganpower.com
  - \_\_\_\_\_ c. **Water/Sewer** – City of Kendallville, S. Main St., Kendallville, IN 46755 – (260) 347-2452 – kendallville-in.org
- \_\_\_\_\_ 11. Terminate newspaper subscriptions, phone, and cable/internet services should be terminated as of your moveout date.
- \_\_\_\_\_ 12. Contact Troyer Management to let us know you are out. Please advise us of your new address and phone number so we may send your deposit to you.
- \_\_\_\_\_ 13. Contact the U.S. Post Office to have your mail forwarded to your new address.

Thank you for your assistance. We trust you enjoyed living at Haley Estates.

## Haley Estates

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