



Move out Instructions

Note: These guidelines are intended to assist with move-out instructions. For specific requirements, please review your Residential Lease Agreement.

Move-Out Do's

- **DO provide proper written notice:** Submit a written 30-day notice to vacate identifying your specific move-out date. You can use the form available on your portal or the FPM website.
- **DO return all access items together:** Turn in every key you received—including standard, garage door, pool, mailbox, and crawlspace keys—directly to the office.
- **DO turn off water valves and handle your utilities correctly:** Ensure water valves are fully shut off for all fixtures and for any personal appliances you remove, and coordinate the disconnection or transfer of your utilities for the end of your lease term.
- **DO provide a professional carpet cleaning receipt:** Clean the entire interior thoroughly, including appliances, baseboards, and windows, and provide a receipt showing the carpets were professionally cleaned.
- **Do a deep cleaning of the property:** The interior property must be left completely cleaned. Appliances should be cleaned (inside and out); clean baseboards, ceiling fans, and walls. Clean under and behind the stove, stove hood or microwave, and refrigerator. Mop and clean all tile and vinyl floors. Clean all toilets, tubs, and sinks. Remove all items from cabinets, closets, and drawers and wipe down. Clean windows and blinds. Remove and carry away all trash and all personal belongings.
- **DO leave the exterior manicured:** Cut, edge, and blow debris from the lawn if you are responsible for landscaping. Ensure shrubs are shaped, and limbs are correctly roadside-stacked (City) or hauled away (County).
- **DO handle maintenance basics:** Replace the central air filter, replace all smoke detector batteries, and replace all burnt-out bulbs.
- **DO secure the entire building:** Lock all doors and windows, including the crawlspace, before returning possession of the property to FPM.
- **DO return the property in the same condition it was received:** Normal wear and tear is expected; however, the home should otherwise be returned in the same condition as documented on your Move-In Inspection.
- **DO remove all personal belongings and dispose of trash properly:** Empty all cabinets, closets, drawers, storage areas, and remove all trash and personal property from both the interior and exterior of the home.



Move-Out Don'ts

- **DON'T assume possession ends when you stop staying there:** Officially, possession of the property only begins and ends upon key release or when written possession is provided.
- **DON'T leave any trash or personal items behind:** All garbage, debris, and personal property must be completely removed from the inside and outside of the residence. This includes items left as a courtesy, such as shelving, a washer/dryer, cleaning supplies, etc.
- **DON'T turn off the main electrical breaker while the ice maker is full:** Empty the refrigerator's ice maker completely before turning off the power to prevent water damage from melting ice.
- **DON'T leave unauthorized alterations without a professional fix:** If you drilled holes or mounted TVs, those must be professionally repaired and painted before moving out. Only small nail holes count as normal wear and tear and don't need to be patched.
- **DON'T neglect the yard until it is excessively overgrown:** Failing to maintain the property's exterior up to your departure is considered non-compliance, and the cost to correct the overgrowth will be charged back to you. Grass should be cut and bushes trimmed.
- **DON'T patch small nail holes without painting:** Small nail holes are considered normal wear and tear, so please leave them as-is. Patching them yourself can create additional repair work if the patch has to be sanded down, retextured, and repainted. Large holes, mounted tvs, etc. should be removed and the wall professionally patched and painted prior to move-out.