

iDeal Property Management Group LLC
214 East Arlington Blvd. suite C
Greenville NC 27834
Phone: 252-756-8488 Fax: 252-756-8483

MOVING CHECKLIST FOR RESIDENTS

Moving out, have you?

- Filed a change of address at the Postal office
- Arranged for Greenville Utilities, or your electric company to disconnect or transfer services
- Had your telephone, cable, internet, satellite service disconnected or transferred to your new resident
- Cleaned your apartment to standard and removed all your belongings and trash

We expect the unit to be as clean when you leave as the time of your move in. If we must clean the unit after you move out, then extra charges will be deducted from your security deposit and any additional charges not covered by your security deposit will be billed to your forwarding address. These charges may vary depending on the condition of the unit after moving out, all charges are itemized and provided for you in the attached Settlement Charges Guide.

Here are a few things to help you with your move:

1. Please have the carpet professionally cleaned.
2. Please be sure you/ movers did not pack:
 - Sink or garbage disposal stoppers
 - Bath shower rods
 - Instructions for any appliances, if there at move in
3. Please **DO NOT SPACKLE HOLES**
4. Re paint any walls, you painted a different color back to original color
5. While moving **ONLY** park your vehicles/ moving vans on the pavement or driveway
6. Cut off all breakers and **LEAVE REFRIGERATOR DOORS OPEN**
7. Turn in your labeled house key/ mailbox keys
8. Provide office with forwarding address and contact information

If you turn in keys while the office is closed, put all keys in an envelope with your forwarding address and current address you are moving out of and drop it in the night deposit slot at the office door.

Thank you for making iDeal Property Management Group LLC, your management company, your temporary home for the past months or years. We wish you luck in your future endeavors and hope you'll choose us again if you ever need an iDeal place to call home.

Thank you,
iDeal Property Management