



TENANT MOVE OUT – CHECKLIST

CLEANING	OTHER
<ul style="list-style-type: none"> <input type="checkbox"/> Remove all your personal possession and belongings. <input type="checkbox"/> Apartment must be broom swept clean and vacuumed carpets (If applicable). <input type="checkbox"/> No trash shall be left behind, including perishable items in fridges or cabinets. <input type="checkbox"/> No items to be left on porches or in common areas. <input type="checkbox"/> As per lease agreement, we do not allow tenants to paint external or internal walls of the apartment. IF you have done this, it is your responsibility to ensure wall color is the same as when you moved in, prior to you vacating the premises. <input type="checkbox"/> All damage to the unit must be repaired or our maintenance team notified prior to moving out. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact your utility providers to have services disconnected from move out date. <input type="checkbox"/> Contact any other service providers (internet, cable, dog walking etc) to inform them of your move out and disconnection <input type="checkbox"/> Deactivate your auto payment for rent via your online portal to avoid being charged after moving out. <input type="checkbox"/> Be sure to complete our DLG Tenant move out survey (we will send via email) We welcome your feedback!

Please note: Our maintenance team will need access to your unit during the last 3 weeks of your tenancy to check for any maintenance needed and to complete work. You will be given the appropriate entry notice.

All leases expire at noon on the last day of the month. Please contact our office should you be vacating on an earlier date. Our office phone is: (773) 665-0103 or email: DLGManagement@gmail.com