PG RENTALS MOVE-OUT CHECKLIST

Please complete the following items to help facilitate your move-out and the return of your security deposit:

- ☐ Schedule a move-out time with PG Rentals (only one tenant needs to schedule the move out).
- ☐ Provide PG Rentals with a forwarding address where your security deposit will be mailed. Please e-mail this information to info@pgrentals.com. We only need one forwarding address per property.
- ☐ Make sure you pay any outstanding rent or late fees. If you move out after July 31st, you will owe pro-rated August rent. All amounts due will be listed on your ledger in the tenant portal. Any remaining balance (plus late fees) will come out of your security deposit if you do not pay prior to move-out.
- ☐ Call any service providers with whom you have tenant accounts and notify them of your move-out date (Xcel, City of Boulder, Western Disposal, Comcast).
- ☐ Do NOT clean your own carpets. We will have professional carpet cleaners do the work and deduct this amount from your security deposit.
- ☐ Replace drip pans under stove coils.
- ☐ Replace all missing or burnt out lightbulbs.
- ☐ Make sure all smoke detectors and CO detectors are in place and have batteries.
- ☐ Remove ALL of your belongings, including items in the garage.
- ☐ Remove ALL food and beverages from the fridge, freezer, pantry, and cabinets.
- ☐ Clean the property according to the PG Rentals Cleaning Checklist. You MUST leave the completed checklist on the kitchen counter when you leave. Our cleaners will clean anything you do not (and this amount will be deducted from your security deposit).