



PG Rentals Move-Out Checklist

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

- Be completely out of the rental by 12:00 pm on the last day of your lease. There is no need to schedule a move out with PG Rentals. Please take a key and lock up on your way out.
- Provide PG Rentals with a forwarding address for your security deposit remainder. Please email the forwarding address to info@pgrentals.com.
- If you will be needing separate checks for your security deposit return, be sure to email billing@pgrentals.com to request a form be sent to you. There is a charge of \$15 per additional check.
- Make sure you pay any outstanding rent or late fees. If you move out on a day other than the last day of the month, you will owe pro-rated rent. All amounts due are visible via your online portal. Any remaining balance (plus late fees) will come out of your security deposit if you do not pay prior to move-out.
- Call and stop/transfer any utilities that you've put into your name.
- Do NOT clean your own carpets. We've hired professional carpet cleaners at your cost per the language in your lease.
- Replace drip pans under stove coils.
- Replace all missing or burnt-out bulbs.
- Make sure all smoke detectors and CO detectors in in place and have batteries.
- Remove ALL of your belongings, including items in the garage and storage. Absolutely no furnishings which were not in the Leased Premises as the beginning of the lease term may be left in the Leased Premises at the end of your term.
- Remove ALL food and beverages from the fridge, freezer, pantry and cabinets.
- Refer to the PG Rentals cleaning checklist if you would like to attempt to do some general cleaning yourself. Our professional cleaning vendor will be by after your lease has ended to clean anything our office has deemed insufficient at your cost per the language in your lease.