



2121 Midpoint Drive, Suite 302, Fort Collins, CO 80525 ♦ Office: (970) 282-8281 ♦ Fax: (970) 797-1015

What to Expect When You Are Planning to Vacate

The lease is set to expire soon and you have decided to vacate at the end of this lease term. Here is what you will need to do and plan for when it comes to vacating your rental property.

Step 1: Notice

- ♦ Provide your written notice to vacate to Onsite on or before the 60-day required notification date; you may email your notice to alexandra@onsiteproperty.com OR drop it off at our office (address listed above). Please include all tenant names and the property address in your notice!

Step 2: Showings

- ♦ We appreciate your help in keeping the property relatively tidy for showings. We understand that moving is a process & don't mind the clutter of packing – we simply ask that the property is kept clean & tidy when showings are happening. It doesn't need to look new; just allow for people to move around and see the property easily!
- ♦ Our showing agent will be in touch with you as soon as showings are scheduled. She can work with you directly to help the process be as simply as possible.

Step 3: Vacating

- ♦ Your lease is set to expire at 12:00 pm (noon) on your lease end date; please reference your lease or ask the Onsite team about the exact date if you don't know.
- ♦ We ask that the property is fully vacant, clean, with keys returned to the Onsite office by that time. You will be charged rent for occupying the property after 12:00 pm (noon) on the lease end date.
- ♦ Below is a quick overview of what we are looking for upon move-out; we've included a blank inspection report in this document so you have an idea of what our inspector will be using. Also, the lease goes over a basic list of expectations in Section 5.

For move-out condition, we are looking to see the following basic items:

- Countertops, cabinets (inside, out, doors), sinks, bathtubs/showers, mirrors, interior window sills/windows, & any obviously dirty walls or doors are wiped down
 - Appliances are clean inside & out
 - Floors are swept/mopped or vacuumed
 - Any obviously dirty baseboards are cleaned
 - Light fixtures are dusted
 - All light bulbs are working
 - CO / Smoke detectors are present & batteries are good
- No holes in walls/doors, broken fixtures, etc. that haven't been noted previously

Also, be sure to provide your forwarding address to the Onsite team for your deposit refund.

Please reach out to the Onsite team with any questions!

Onsite

2121 Midpoint Dr. Ste. 302

Move-out Inspection

Address:

Inspected on _____ 00:00 AM | Report Created on _____ 00:00 AM

Inspector

Name:

Email:

Exterior Entrance

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Storm Door Glass						
Main Front Door						

Items	Good	Damaged	Notes
Locks & Hardware			

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Walls							

Items	Clean	Light	Damaged	Trash	Notes
Floor					

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulbs	Notes
Light Fixture							

Items	Good	Damaged	Notes
Doorbell			

Exterior Entrance Total:	0
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Photos

Main Living Room

Items	Clean	Light	Medium	Heavy	Notes
Floor					

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Ceiling						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Baseboards & Door Frames						

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Closets & Doors						

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Windows						

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Window Sills						

Items	Clean	Light	Damaged	Notes
Window Coverings				

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Main Living Room Total:	0
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Photos

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Windows						tape

Items	Clean	Light	Medium	Heavy	Marked	Notes
Window Sills						

Items	Clean	Light	Medium	Heavy	Notes
Counter Tops					

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Functioning Correctly	Notes
Refrigerator								

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Sink						

Items	Clean	Light	Medium	Heavy	Damaged	Functioning Correctly	Notes
Stove/Oven							

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Dishwasher						

Items	Good	Damaged	Notes
Garbage Disposal			

Kitchen Total:							0
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Photos

Hallways

Items	Clean	Light	Medium	Heavy	Notes
Floor					

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Ceiling						

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Closets & Doors						

Hallways Total:	0
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Photos

Laundry Room

Items	Clean	Light	Medium	Heavy	Notes
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Marked	Notes
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Notes
Baseboards & Door Frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Good	Broken	Notes
Washing Machine	<input type="checkbox"/>	<input type="checkbox"/>	

Laundry Room Total:	0
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Photos

Master Bedroom

Items	Clean	Light	Medium	Heavy	Notes
Floor					

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls						
Ceiling						
Baseboards & Door Frames						

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Windows						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Window Sills						

Items	Clean	Light	Damaged	Notes
Window Coverings				

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Doors, Locks, & Hardware							
Closets & Closet Doors							

Items	Good	Missing	Needs Batteries	Built before 2001	Notes
Smoke Detector					

Master Bedroom Total:	0
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Photos

Master Bathroom

Items	Clean	Light	Medium	Heavy	Notes
Floor					

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls						

Items	Clean	Light	Medium	Heavy	Notes
Baseboards & Door Frames					

Items	Clean	Light	Medium	Heavy	Marked	Notes
Ceiling						

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Items	Clean	Light	Damaged	Notes
Mirrors				

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Sink & Faucet						
Toilet						
Tub or Shower Surround						

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Cabinets & Drawers							

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Door, Locks, & Hardware							

Master Bathroom Total:							0
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Photos

Bedroom 2

Items	Clean	Light	Medium	Heavy	N/A	Notes
Floor						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Walls						
Ceiling						
Baseboards & Door Frames						

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							

Items	Good	Damaged	Notes
Light Switch & Outlets			

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Windows						

Items	Clean	Light	Medium	Heavy	Marked	Notes
Window Sills						

Items	Clean	Light	Damaged	Notes
Window Coverings				

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Doors, Locks, & Hardware							
Closets & Closet Doors							

Items	Good	Missing	Needs Batteries	Built before 2001	Notes
Smoke Detector					

Bedroom 2 Total:	0
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Photos

Bathroom 2

Items	Clean	Light	Medium	Heavy	N/A	Notes
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Baseboards & Door Frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Marked	Notes
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Good	Damaged	Notes
Light Switch & Outlets	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Damaged	Notes
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Sink & Faucet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Clean	Light	Medium	Heavy	Damaged	Notes
Toilet						

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes
Doors, Locks, & Hardware							

Bathroom 2 Total:	0
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Photos

Bathroom 3

Items	Clean	Light	Medium	Heavy	N/A	Notes
Floor						

Bathroom 3 Total:	
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Stairs

Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Items	Clean	Light	Medium	Heavy	Heavy Plus	Marked	Damaged	Notes
Railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Items	Clean	Light	Medium	Heavy	Damaged	Marked	Notes	
Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Functioning Correctly	Notes
Light and Light Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairs Total:							0	

Photos

CO Detectors

Items	Good	Missing	Needs Batteries	Notes
Detectors present 15 feet or less from all bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CO Detectors Total:				0

Yards

Items	Good	Trash	Needs Mowing	Notes
Front Lawn				
Back Lawn				
Yards Total:				0

Photos

Back Patio/Porch/Deck

Items	Clean	Light	Medium	Heavy	Damaged	Needs Bulb	Notes
Light Fixtures							
Items	Clean	Light	Damaged	Trash	Notes		
Floor							
Items	Clean	Light	Medium	Heavy	Damaged	Notes	
Doors, Locks, & Hardware							
Back Patio/Porch/Deck Total:						0	

Photos