

TENANT MOVE-IN/ MOVE-OUT INSTRUCTIONS

1. Inspection(s).

An inspection should be performed with both landlord and tenant present when the tenant moves in, to review any problems or deficiencies at the rental property at the commencement of the tenancy. This will help eliminate problems at the end of the tenancy regarding what conditions were in existence at the commencement of the tenancy.

A move-out inspection will be performed by the landlord. The tenant has the right to be present at the time of inspection to determine if any damage in excess of ordinary wear and tear has been done to the rental property. The tenant needs to notify the Landlord by ***certified mail*** fifteen (15) days prior to the Tenant's date of moving, if he/she wants to be present for this inspection. The notice must contain the tenant's intention to move, date of moving, and new address. Upon receipt of this notice, the landlord/agent must notify the tenant in writing by ***certified mail*** of the time and date when the property will be inspected. The inspection date must occur within 5 days before or 5 days after the date of moving as designated in the tenant's notice.

The rental property must be left vacant and clean. The tenant must pay the final water bill or it will be deducted from the security deposit.

2. Utilities.

If you are responsible for paying utilities, you must record the final meter readings as of the last day of the month of occupancy and request that a final bill be sent to your new address. This does not include the final water bill. Make sure the utilities are transferred to the owners' name, **North American Investment Company**. The landlord will make sure that all utilities are transferred to the new tenant/owner after you vacate. **DO NOT REQUEST THAT SERVICE BE TURNED OFF.** If you do, damages may be charged against your account, as would any turn-on/turn-off charges. The telephone numbers for local utilities are:

Electric:

PEPCO: 202-833-7500

Gas:

Washington Gas: 703-750-1000 or 800-752-7520

Allegheny Power: 800-255-3443

Baltimore Gas & Electric: 800-685-0123

Water:

WSSC: 301-206-4001

Baltimore Water 410-396-3310

3. Thermostat Settings.

During spring/summer season (May - September) the thermostat should be set on "cool/auto" at 80 degrees. During the heating season (October - April) the thermostat should be set on "heat/ auto" at 65 degrees. All electrical circuit breakers should be left "on" at move-out.

During the tenancy, heat and air conditioning should be set at whatever settings are comfortable for you and your family.

4. Water Bill.

If you are responsible for paying the water bill, you must contact WSSC or Baltimore Water with both the indoor and the outdoor meter readings as of the day of your move and request a final bill. WSSC/ Baltimore Water calculates the amount due within three working days. If you do not pay the bill, the amount owed will be deducted from your security deposit. We suggest that you pay the final bill and provide us with the receipt.

5. Oil Heat.

It is necessary to refer to your lease agreement for the terms of replacement of heating oil used. If, at the commencement of the tenancy, the tank was full, you may be required to refill it. The lease normally requires that you are responsible for filling the oil tank before you leave. You should provide a copy of the paid receipt to the landlord.

6. Fireplace.

You are responsible for cleaning the fireplace when you vacate the property as applicable.

7. Carpets.

Please note carefully the condition of the carpets when you move into the rental property. Your lease requires that you clean the carpets when you vacate. Please refer to your lease. If the carpets are not clean when you vacate the rental property and the landlord has the carpets professionally cleaned, the costs incurred will be deducted from your security deposit.

8. Move-Out Condition.

You are required to leave the rental property in a clean condition. Pay particular attention to kitchen appliances and bathrooms. Replace all burned-out light bulbs. In areas where Montgomery County provides trash removal, you can call Solid Waste Services at 240-777-6410 for special trash pick-up. Do not spackle walls to fill nail or screw holes or paint walls or trim.

9. Refrigerator.

Leave the refrigerator "**on**." You may turn the setting to low/energy saver.

10. Keys.

On the inspection sheet, note what and how many keys, garage door openers, etc., were given to you at move-in .

Return all keys, including mailbox, storage, and laundry room keys, as well as garage door openers, and all parking and pool passes, to the landlord at the time you vacate.

(Return this page to the Landlord)

11. Move-Out Date and New Address.

Before you move, please fill out the following form and return it to the Landlord with the specific date you are moving out and your new address. This information will help with scheduling the final walk through inspection and with the return of your security deposit.

Name: _____

Current Address: _____

Forwarding Address: _____

Move-Out Date: _____

Work Phone: _____

Home Phone: _____

Comments:

INSPECTION REPORT

Address _____

Move-In Inspection Date ___/___/___

Move-Out Inspection Date ___/___/___

S = Satisfactory; U = Unsatisfactory

KITCHEN	S	U	Move-In Comments	S	U	Move-Out Comments
Refrigerator						
Stove						
Exhaust Fan						
Sink						
Countertop(s)						
Dishwasher						
Disposal						
Cabinets						
Walls						
Floor						
Window(s)						
Screen(s)						
Other						
LIVING ROOM						
Carpeting/Floor						
Wall(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Other						
DINING ROOM						
Carpeting/Floor						
Wall(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Other						

FAMILY ROOM	S	U	Move-In Comments	S	U	Move-Out Comments
Carpeting/Floor						
Wall(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Fireplace						
Other						
BATHROOM 1						
Sink and Vanity						
Bathtub/Shower						
Commode						
Exhaust Fan						
Floor						
Window(s)						
Other						
BATHROOM 2						
Sink and Vanity						
Bathtub/Shower						
Commode						
Exhaust Fan						
Floor						
Window(s)						
Other						
BATHROOM 3						
Window(s)						
Sink and Vanity						
Bathtub/Shower						
Commode						
Exhaust Fan						
Floor						
Window(s)						
Screen(s)						
Other						

BEDROOM 1	S	U	Move-In Comments	S	U	Move-Out Comments
Carpeting/Floor						
Wall(s)						
Closet(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Other						
BEDROOM 2						
Carpeting/Floor						
Wall(s)						
Closet(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Other						
BEDROOM 3						
Carpeting/Floor						
Wall(s)						
Closet(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Other						
BASEMENT						
Carpeting/Floor						
Wall(s)						
Closet(s)						
Window(s)						
Blinds/Shades						
Screen(s)						
Steps/Railing						
Sump Pump						
Other						

EXTERIOR	S	U	Move-In Comments	S	U	Move-Out Comments
Sidewalk						
Driveway						
Steps/Railing						
Light fixtures						
Porch						
Gutters/Down spouts						
Grass						
Trees/Shrubbery						
Fence						
Garage						
Shed						
Window Wells						
Patio/Deck						
Sliding Glass Door						
Screen(s)						
Other						
WASHER						
DRYER						
SWITCHES						
OUTLETS						
DOORS						
LOCKS						

COMMENTS

Tenant	Move-in Date	Landlord/Agent	Move-In Date
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Tenant	Move-in Date	Landlord/Agent	Move-In Date
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Tenant	Move-in Date	Landlord/Agent	Move-In Date
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Tenant	Move-Out Date	Landlord/Agent	Move-Out Date
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