



## Move Out Instructions

Move Out Instructions Thank you for your stay here at Parkway Townes. We hope it has been pleasant. Below are the procedures for moving out of your townhome.

1. Vacate the townhome by removing all personal property and trash.
2. Properly sweep, clean and mop the townhome floors. Wipe down any walls and baseboards that are dirty.
3. Properly wipe and clean all kitchen and bathroom cabinets.
4. Properly wipe and clean all windows, window seals and blinds.
5. Properly clean all plumbing fixtures, refrigerator, sinks, stoves, microwave, dish washer, bathtubs, commodes, washing machine and clothes dryer.
6. Fasten and lock all doors and windows
7. Please allow us to repair/patch any holes that may be in the sheetrock. You will not be charged for routine nail/screw holds.
8. Contact all utility companies to arrange to have your account stopped, BUT DON'T have your water cut off. Please see below under Water & Sewer. Be sure to provide the utility companies your new address for deposit refunds. Below are important instructions for each utility company. Have them transfer the water & power back into the name of Parkway Properties.
  - a. Electricity - Duke Energy Progress - 1-800-452-2777 - [www.duke-energy.com](http://www.duke-energy.com) - Please call Duke Energy and tell them that you need them to read the meter and close your account. The power will remain on but will transfer to our Landlord billing account.
  - b. Water & Sewer – Aqua Private Utilities – Please call Aqua to have your Closed. The water will remain on but with transfer to our Landlord billing account. You may want to contact their customer service office to discuss your new address for possible deposit refunds. 877-987-2782 – [www.aquaamerica.com](http://www.aquaamerica.com)
  - c. Cable/Internet/Phone Spectrum - CANCEL SERVICE – The service cannot be transferred to the landlord. National toll free – 800-892-4357. Contact the US Postal Service concerning forwarding your mail. Visit <https://www.usps.com/manage/forward.htm> for more information.
10. Print & complete the Move Out Form (next page). Please follow the instructions on form. Once the form is completed, please take a good quality photo of the form and email it to [info@Parkwaytownes.com](mailto:info@Parkwaytownes.com). In addition, please leave entry keys, mailbox keys and garage openers on the kitchen counter. There is no need to contact us to schedule a move out appointment. Failure to follow instructions will delay deposit, and this step must be completed.
11. Questions? Please call us at 984-310-4545

# Move Out Form

**Instructions:**

1. Complete this form on the final day of your move out.
2. Leave entry keys and mailbox keys on the kitchen counter.
3. Turn off all lights.
4. During the spring and summer, please adjust air conditioner to 75. During the fall and winter, please adjust heat to 65.
5. Make sure all exterior doors and windows are locked.
6. Once the form is completed as well as the above steps, please take a good quality photo of the form and email it to [info@Parkwaytownes.com](mailto:info@Parkwaytownes.com). Failure to follow instructions will delay deposit, and this step must be completed. Call 984-310-4545 with any questions.

Date \_\_\_\_\_ Townhome Number \_\_\_\_\_ Form completed by \_\_\_\_\_

Are there any needed repairs that need to be performed? Leaking faucets? Slow drains? Broken Blinds?

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## Room by Room Walkthrough Inspection

Foyer

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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1<sup>st</sup> Floor ½ Bathroom

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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Kitchen

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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Dining Room

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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2<sup>nd</sup> Floor Stair Landing  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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Bedroom #3  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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Bedroom #4  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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2<sup>nd</sup> Floor Bathroom  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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Laundry Room  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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Master Bedroom/  
Condition (Good/Fair/ Poor)  
Notes (please note any damages and attach photo to this form)

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Master Bathroom

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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\_\_\_\_\_  
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Back Porch

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

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\_\_\_\_\_  
\_\_\_\_\_

Front Porch

Condition (Good/Fair/ Poor)

Notes (please note any damages and attach photo to this form)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many entry keys are you returning? \_\_\_\_\_ How many mailbox keys are you returning? \_\_\_\_\_

**Deposit Refund Information**

Please list the names and addresses below for mailing the deposit refund. If there are two or more names below, does the deposit refund need to be split equally? Yes \_\_\_ No \_\_\_

Tenant #1 \_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email address \_\_\_\_\_

Tenant #2 (if applicable) \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone  
Number \_\_\_\_\_ Email address \_\_\_\_\_

Tenant #3 (if applicable) \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone  
Number \_\_\_\_\_ Email address \_\_\_\_\_

**Internal Use Only**

# of Entry keys \_\_\_\_\_ # of Mailbox keys \_\_\_\_\_ Amount of Refund \_\_\_\_\_ Date Refund Mailed \_\_\_\_\_  
Notes \_\_\_\_\_