

Blue Fox Properties, LLC
7368 N La Cholla Boulevard | Tucson | AZ | 85741
Phone: 520.780.7888 | Fax: 520.844.6296
www.BlueFoxProperties.com

Date: _____

To: Blue Fox Properties, LLC
7368 N La Cholla Boulevard
Tucson, AZ 85741

From: Name(s): _____
Address: _____
City: _____, AZ Zip: _____

RE: Intent to Vacate

We **do not** plan to renew our lease. We plan to be out of the home by _____ (date) at _____ (time). We will turn in our keys by _____ (date), at the Blue Fox Properties office.

My (our) forwarding address is:

Address: _____

City: _____ State: _____ Zip: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

*****Please email, fax or mail this completed form to your property manager at Blue Fox Properties.*****

Resident Move-out Checklist

We have enjoyed having you as a resident. We hope that your move will be a positive experience. We know how stressful and chaotic moves can be, even if the final outcome will be living in the house of your dreams! We would like to help make it easier by reminding you of a few things to check off your list before your move.

During these last 30-45 days, the landlord needs to show the house to prospects to mitigate losses. As agreed when you signed the lease, the house must be returned to us in the same condition as it was given to you. It will be compared to your move-in evaluation form. This is the standard to which the house must be returned to us.

If you wish to be present at the move-out, you are welcome to do so. We schedule our move-out evaluations during normal business hours, 9:00 a.m. – 5:00 p.m., Monday through Friday. Please understand that when we have scheduled the move-out evaluation appointment, it is at that time that you surrender the property. If you request that we re-visit the property for a second move-out inspection, the charge for our time will be \$150.00. If you do not request to be present at the move-out evaluation, keys must be turned in at the office and not simply “left in the house.” Conversely, garage door openers should be left on the kitchen counter in the house.

Please provide us with your forwarding address and phone number to receive your deposit and its reconciliation. It will be sent from our office within 14 business days of your lease expiration.

We want you to get back as much of your security deposit as possible. In order to receive as much of your security deposit as possible, please be sure you address each of the checklist items below. We are happy to coordinate these services for you. It is often more advantageous to allow us to do so and deduct the cost from your security deposit. If we don't like the way our service people have tended to things, we can send them back. We have had several situations where residents have hired cleaners and been provided poor service. If the house has not been cleaned to our standards, we will send a housekeeper to correct the situation and you will be charged, whether you have already been charged by your housekeeper or not. We do not look for you or your vendor and we cannot allow you extra time to get your service people back to the property to correct unsatisfactory items. So please let us know in advance if you'd like us to coordinate any of these services for you.

*** Do not use any abrasive cleaners (Comet, Soft Scrub, etc.) on cultured marble, brass fixtures and trim, or on any other material that may be damaged from its use ***

- Locked all doors and windows
- Checked for garage door openers and made sure they are operational. Placed _____ openers on the kitchen counter.
- Turned off all lights
- Turned A/C to 85 degrees for the summer, heater to 45 degrees for the winter (be sure to leave it in “auto” position)
- Evaporative cooler left off
- Cleaned all cabinet shelves and drawers. Cleaned above cabinets too.
- Cleaned all doors, tops of doors, door frames and window frames
- Cleaned all ceiling fans, exhaust fans, vents and light fixtures
- Wiped down switch plates and outlets. Made sure they are firmly attached.
- Cleaned all window sills
- Cleaned all windows, inside and out

- Cleaned all window screens, inside and out
- Cleaned all window tracks
- Cleaned sliding glass doors and door tracks
- Cleaned all window blinds
- Degreased and cleaned stove, oven, stove top, stove hood, hood filter and microwave
- Cleaned the black rubber disposal gasket and kitchen sink
- Cleaned the refrigerator, including the top and the seal. Turned off the automatic ice maker.
- Moved the refrigerator, stove, washer and dryer and cleaned underneath. Be careful not to damage the flooring!
- Cleaned the washer and dryer inside and out, lint trap too
- Cleaned all walls and baseboards
- Cleaned bathrooms – toilets, tubs, showers, mirrors, medicine cabinets, shower doors, windows, sinks, etc.
- De-scaled all hard water spots on shower doors, walls, floors, toilets and sinks
- Removed all black marks from vinyl flooring
- Had carpets cleaned professionally using a truck mounted system (saved the receipt)
- Cleaned all tile grout
- Cleaned all planter shelves and other high ledges
- Replaced all burnt out bulbs in fixtures, inside and out
- Installed new HVAC filter
- Cleaned all floors
- Remove all nails and screws and fill the small holes and touch-up the paint with matching color and sheen. Walls with furniture marks or other marks that cannot be washed off must be painted. **Touch-up paint must match walls!** It does not matter if Resident found the paint on the property or not, it MUST match. This means both color and sheen. Often, the best approach is to match the paint as close as possible and paint the entire wall.
- Garage/carport swept out, all garbage and personal belongings removed, and oil stains cleaned up
- Swept porches, patios, entryway and walkways
- Removed all cobwebs throughout the property, inside and out
- Front and back yards have been weeded, grass cut, pet debris removed and trees and bushes trimmed
- All trees have been trimmed to approximately 8' above the ground
- Irrigation system has been left on with the appropriate settings for the season

- Fireplace has been cleaned out, with ashes removed and disposed of
- Pool, spa, pool tools/accessories and pool area have been cleaned
- Nothing has been left in the house or on the property
- Garbage can and recycling bins are empty and in the garage
- HVAC/water heater closet (if applicable) vacuumed out
- Cleaned all ventilation vent covers