

## WJD VACATING CHECKLIST

We hope you have enjoyed your stay with us and we do understand that your final days of residence will be exceptionally busy ones. However, if you follow one simple directive, we will be able to return 100% of your security deposit to you. All you have to do is leave the home in the same condition as when you moved in, excepting reasonable wear and tear.

In addition, please make certain that you have accomplished all of the following items as required by your lease. **It is imperative that they are completed, including removal of all your household goods and personal belongings, no later than midnight on the final day of your lease.**



**Please leave  
ALL REQUIRED  
RECEIPTS  
on the kitchen  
counter.**

- A. **Have all carpets including stairs cleaned by an APPROVED vendor and provide a copy of the paid receipt.**
- B. **Have the Premises professionally treated for fleas, ticks and odor if pets have been present and provide a copy of the paid receipt.** The approved carpet cleaning vendor can provide this service.
- C. **Have the Premises professionally cleaned by an APPROVED vendor and provide a copy of the paid receipt.**
- D. **Where applicable, have all gutters and downspouts cleaned and provide a copy of the paid receipt.** This requirement is waived only if Gutter Helmets are in place.
- E. **Where applicable, and regardless of whether it has been used or not, have the wood-burning fireplace(s) and chimney(s) cleaned and inspected by an APPROVED vendor and provide a copy of the paid receipt.** Gas fireplaces do not need to be cleaned or inspected.
- F. Eliminate all household pests and vermin from the interior of the Premises.
- G. Install a clean furnace air filter at every location. Where applicable, provide evidence from the company selected or approved by the Landlord that the fuel tank(s) is refilled.
- H. If you have attached and/or anchored anything to any wall(s) where removal will require patching and painting, you must use a WJD-approved vendor to accomplish this. **Please do not patch nail holes or touch-up paint yourself.**
- I. Cut grass, remove leaves, prune shrubs and remove weeds from shrub beds, patios and walkways.
- J. Ensure that all smoke detectors and carbon monoxide detectors are in working order with fresh batteries.
- K. Ensure that every light bulb socket contains a working light bulb.
- L. **Leave all keys, garage door openers and other remotes, parking/pool passes and documents provided on the kitchen counter in plain sight. Should ANY such items which you were provided with at move-in not be returned, you will be charged the cost of replacement plus a \$250 administrative fee.**
- M. Ensure that all trash and personal items have been removed from the premises. Any remaining personal property will be considered abandoned.

**In the event that all of these obligations have not been met when the move-out inspection is conducted, and an additional inspection(s) must be scheduled, a \$400 administrative fee will be imposed per additional inspection. — The WJD Staff**



## WJD APPROVED VENDORS

Be sure to identify yourself as a WJD Tenant!

### For Carpet Cleaning

1. Absolute Carpet Cleaning: info@absolutecarpetcare.com – 703.925.0022 (Blaire)
2. A & B, Inc.: aandbdecorating1@gmail.com – 703.560.4350 (Brenda)
3. Lustre Clean Carpet Services: lustreclencarpet@yahoo.com – 703.941.2206 (Jim)

### For Carpet Pest Treatment if You Have a Pet

1. Absolute Carpet Cleaning: info@absolutecarpetcare.com – 703.925.0022 (Blaire)
2. A & B, Inc.: aandbdecorating1@gmail.com – 703.560.4350 (Brenda)
3. Lustre Clean Carpet Services: lustreclencarpet@yahoo.com – 703.941.2206 (Jim)



### For House Cleaning

1. Northern Virginia Cleaning Service: novacleaning1@gmail.com – 571.316.5430 (Georgina)  
WEBSITE: www.northernvacleaning.com
2. Holly Turner: pyedturner@aol.com – 703.509.7828 (Holly)
3. A & B, Inc.: aandbdecorating1@gmail.com – 703.560.4350 (Brenda)
4. Roro Cleaning: trujillo.roxana@gmail.com – 703.608.7310 (Maria)

### For Fireplace/Chimney Cleaning and Inspection

1. Melvin Dunn: dunnschimney@aol.com – 703.680.3015 (Melvin)
2. A & B, Inc.: aandbdecorating1@gmail.com – 703.560.4350 (Brenda)
3. Phoenix Chimney: phoenix6433@aol.com – 703.750.6433 (Donny)
4. Winston's Service: jkrampel@winstonsservices.com – 703.379.5006 (Johnny)

### For Gutter Cleaning

(You are not required to use an approved vendor – we're providing this list only for your convenience)

1. A & B, Inc.: aandbdecorating1@gmail.com – 703.560.4350 (Brenda)
2. Melvin Dunn: dunnschimney@aol.com – 703.680.3015 (Melvin)
3. A Better View, Inc.: bvinfo@gmail.com – 703.486.4089 (Melvin)



## WJD RECOMMENDED VENDORS

Should you need help with either of these lease requirements.



### For Pest Treatment

1. My Pest Pros: [blieberman@mypestpros.com](mailto:blieberman@mypestpros.com) – 703.665.4455 (Brett)
2. Cropp Metcalfe Pest Division: [thorton@croppmetcalfe.com](mailto:thorton@croppmetcalfe.com) – 703.698.9158 (Toscha)
3. County Termite & Pest, LLC: [billy@countrytermite.com](mailto:billy@countrytermite.com) – 540.338.7821 (Billy)

### For Yard Work

1. A & B, Inc.: [aandbdecorating1@gmail.com](mailto:aandbdecorating1@gmail.com) – 703.560.4350 (Brenda)
2. Mr. Chao Lawn Care: [chaolawn@gmail.com](mailto:chaolawn@gmail.com) – 202.409.6488 (Mr. Chao)

## IMPORTANT MOVE-OUT INFORMATION

- We will enter your home when we install the Realtor lockbox to assess the marketability of the property.
- Once the property has been listed for rent, you must allow Realtors with prospective tenants to view your home at reasonable times with reasonable notice. Reasonable notice is defined as a minimum of two (2) hours' notification.
- As per your lease, you are required to crate or restrain your dog(s) if you are not going to be home during showing hours (9am – 9pm).
- The sooner we rent your home the sooner the showings will end so please do make every effort to keep your home tidy during the marketing period.
- Realtors will be instructed to call you before they show your home so your telephone number will be entered in the listing. If you are not home when they arrive, they will gain access through the lockbox. Should Realtors try to enter the premises without having given proper notice or at unreasonable times (late in the evening, early in the morning) you are within your rights to deny entrance and advise them to reschedule the viewing.
- Please review the "Additional Terms" clause of your lease for any additional tenant obligations required at move-out.

## **DEED OF LEASE – ARTICLE 26: ACCESS TO THE PREMISES**

The Landlord or designated representative(s), upon reasonable notification to the Tenant and at reasonable times, may enter the Premises in order to do any of the following:

A.) Inspect the Premises. B.) Make necessary or agreed-upon repairs, decorations, alterations, or improvements. C.) Supply necessary or agreed-upon services. D.) Place a “For Rent” or “For Sale” sign and a REALTOR® Lockbox upon the Premises to facilitate showing the Premises to prospective tenants 60 days prior to the end of the Lease Term, or to prospective purchasers 90 days prior to the end of the Lease Term. E.) Show property to prospective purchasers by appointment any time within Lease term.

Reasonable notification to the Tenant shall be defined as a minimum of two (2) hours’ notification. Landlord’s Managing Agent or designated representative(s) may create a listing in the Bright MLS private database advertising the Premises for rent or for sale. In order to be consulted by REALTORS® desiring to show the Premises, the Tenant shall provide a telephone number to be referenced in the listing for the purpose of being contacted to schedule a showing. REALTORS® will be instructed to “Call Before Showing” to coordinate access to the Premises with the Tenant. Should Tenant fail to provide access to the Premises pursuant to the terms of this paragraph, a \$250 administrative fee shall be imposed and the Tenant's security deposit may be forfeit at the Landlord's election.

**Tenant will remove or secure any pet(s) on the Premises when property is on the market, when repairs are scheduled and when interim property inspections are scheduled.**

I acknowledge and agree to these terms as stated in my lease.