

## Move-Out Checklist

Please use this list as a guide as to what will be expected upon move-out.

**Cleaning is NOT considered normal wear and tear!** No additional time for cleaning will be provided.

- ☐ Remove all personal items
- ☐ Remove nails, screws, fasteners, push pins, picture hangers, curtain hangers, etc. from walls
- ☐ Remove cable dish TV devices, connections and cables.
- ☐ Replace AC filter with a new clean filter.
- ☐ Replace batteries in thermostat, if needed.
- ☐ Replace any missing or burned out lightbulbs.
- ☐ Replace batteries in smoke detectors and carbon monoxide detectors.
- ☐ Appliances (if any are provided) should be empty and clean
  - Stove and oven- clean drip pans, inside oven, racks, under stovetop panel, drawer, dials, buttons. Replace with new aluminum drip pans, if they do not appear clean after cleaning. Clean under and behind stove.
  - Refrigerator- clean all parts drawers and shelves inside and out. Clean under and behind refrigerator
  - Range hood- clean exhaust fan, filter and overhead light should be free from grease, dirt, grime.
  - Dishwasher- clean inside dishwasher and exterior door.
- ☐ Clean pantry and closet shelves
- ☐ Vacuum inside cabinetry, remove any shelf liners.
- ☐ Wipe cabinetry exterior clean with damp cloth
- ☐ Wipe all counters clean
- ☐ Clean & Dust blinds. Replace if torn or broken.
- ☐ Remove cobwebs from walls and ceilings
- ☐ Clean ceiling fan blades and all light fixture covers
- ☐ Clean AC ceiling and wall vents
- ☐ Clean interior windows
- ☐ Clean outlet covers, switch covers, doorknobs
- ☐ Spot clean walls, moldings, doors
- ☐ Clean all faucets, handles
- ☐ Clean and sanitize sinks, toilets, tubs, showers, shower doors. Clean outside of toilet also.
- ☐ Sweep, mop and clean all floors
- ☐ Deodorize any odors from smoke, cigarette, pet/animal, food, bathroom
- ☐ Pest infestations will be deducted from deposit, if property needs to be exterminated
- ☐ Clean up any oil stains in driveways and garage
- ☐ Sweep porch, patio, garage, driveways, sidewalks
- ☐ Mow lawn (should be less than 10 inches in height upon delivering possession)
- ☐ Pet droppings, trash and debris must be cleaned up from lawn.

- ☐ Fireplace should be free of all debris including ashes
- ☐ Remove any locks, chains, etc. that are placed on gates, doors, ect.
- ☐ **All garbage must be removed from property! Even if garbage is in bins or at the curbside.** Large items or items the city trash service does not take, you must haul off yourself to trash and recycling facilities. For example: bulk trash, mattresses, furniture, motor oil, chemicals, tires, etc.
- ☐ Forward mail, subscriptions, deliveries, services, utilities.
- ☐ Contact your manager to turn in keys and garage remotes. The manager will walk-through the property with the purpose of ensuring the property is empty of personal items. You will not have access once keys have been turned in.
- ☐ Submit a forwarding address in writing