

# **MOVE-OUT CHECK LIST**

Residents must return all keys and garage door openers prior to or on move-out day. If these items are not returned within the stated time, property will have the locks changed and garage door openers reset at your expense.

## **NECESSARY INFORMATION:**

- You are responsible for giving us a forwarding address so that we can refund any remaining deposit. You will receive your refund or notice of balance due within 30 days from the day you return all keys.
- You are responsible for rent until your 30-day notice is up. If you are moving out before your 30-day notice is up, you must pay your balance before you move out.

## **General Cleaning Tips for All Rooms:**

- Begin by removing all personal items and belongings that were not present when you initially moved in.
- Pay meticulous attention to detail and cleanliness throughout the entire property.
- Repair or replace any damaged doors, gates, windows, or screens as necessary.
- Clean all walls, doors, door jambs, cabinets, drawers, light fixtures, light switch, and outlet covers, windowsills, blinds, and air vent and exhaust vent covers.

## **Living Room and Bedrooms:**

- Thoroughly dust and clean all surfaces, including shelves, windowsills, ceiling fan blades, and light fixtures.
- Clean ceiling fans and light fixtures to remove accumulated dust and dirt.
- Wipe down light switches and electrical outlets.
- Vacuum all types of flooring, including carpets, hardwood, tile, and laminate. Pay special attention to corners and baseboards.
- Wash all windows inside and out, including the window blinds and window tracks.
- Remove all nails from the walls, but do not patch nail holes.

## **Kitchen:**

- Clean the oven meticulously, ensuring it's free of oven cleaner residue. Clean the sides and bottom of the oven, removing any grease or food residue. Clean and replace drip pans.
- Empty all cabinets and drawers, and wipe them clean, including cabinet fronts.
- Pull out the refrigerator and clean behind and on top of it and sides. Wipe the interior, paying attention to crumbs or spills, and clean the rubber seal and freezer.
- Clean the inside and outside of the dishwasher, ensuring no food residue remains.
- Clean the sink and faucet thoroughly, removing hard water spots.

- Dust or vacuum baseboards in the kitchen, then wipe them clean.

### **Bathrooms:**

- Clean tubs and showers thoroughly, removing hard water stains, mildew, and soap residue.
- Polish all chrome or brass fixtures.
- Scrub toilets inside and out, removing any stains. Clean the top and bottom of the toilet seat.
- Dust the fan, light bulbs, and fixtures. Replace any burnt-out bulbs.
- Wipe out all bathroom cabinets and drawers and use soap and water to clean the fronts.
- Clean bathroom walls, paying special attention to hard water stains and mold.

### **Exterior:**

- Empty the trash can before moving out.
- Perform an exterior cleanup, including picking up any trash, removing weeds, and using a broom or brush to remove cobwebs and dirt from the house's exterior surfaces.
- Sweep or hose down outdoor walkways, patios, and entryways to remove dirt and debris.
- Remove any trash or debris from the yard, including leaves and branches. Trim any overgrown plants or bushes.
- Check the condition of the exterior of the property for any obvious maintenance issues or damage.

### **Final Checks:**

- Revisit all rooms and areas for missed spots, dust, or residue.
- Replace any burned-out light bulbs make sure they match size and Kelvin color.
- Lock all doors and windows securely.
- Dispose of trash and recyclables properly, taking any remaining items with you.

By following these specific room-by-room instructions, you can ensure that the property is left in a condition in which our inspector will approve, complying with all the cleaning requirements, and ensuring the return of your security deposit.

Reminder: When we send out cleaners, it is very expensive. If you have paid for a professional cleaning company, let our office know. We can provide the work order in case we need to have you send them back. However, this may not always be the case and we have the right to send our own cleaners in. We recommend not trying to paint yourself. The paint that is left with the property tends to fade over time leaving the walls in a worse shape when used. This means our own painter will most likely paint over what you have done. As for the carpets, per your lease, we will use a professional carpet cleaning company which we have used for over the last 30 years.