

## Checklist for Move Out

\*\*PLEASE NOTE: This checklist is being provided as a guideline only.

It is the responsibility of the tenant (s) to return the property in "Move-In Ready" condition upon the final move out inspection.

**\*\*\*PLEASE DO NOT TOUCH UP OR PATCH NAIL HOLES.\*\*\***  
**IF ENTIRE ROOMS/WALLS NEED TO BE PATCHED AND/OR PAINTED,**  
**PLEASE ADVISE US PRIOR TO YOUR MOVE OUT.**

### EXTERIOR:

- Lawn:** Entire lawn must be cut & edged (where applicable) all landscaping must be free of weeds and all shrubs trimmed.
- Front Entrance:** Personal items must be removed, entry clean & swept free of dirt/debris/webs, etc. Front door to be wiped clean/free of dirt/webs/debris and smudge marks.
- Patio/Deck/Rear Entry:** Personal items must be removed, entry clean & swept free of dirt/debris/webs, etc. Front door to be wiped clean/free of dirt/webs/debris.
- Storage Building:** (if applicable) Personal items must be removed, inside must be clean & swept free of dirt/debris/webs, etc.
- Trash/Debris:** Must be removed from the property. Any personal items left behind after move out is complete will be removed at the tenant (s) expense.
- Screens:** Any missing/damaged screens must be repaired/replaced.

### INTERIOR:

- Replace HVAC Filter and Clean/Dust the return air vent.

### ENTRY & COAT CLOSETS:

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Replace any missing or damaged outlet covers/switch-plates.

### LIVING ROOM:

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- Fireplace (where applicable) must be clean and free of debris.
- A/C vents and registers must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.

### KITCHEN:

- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.
- Stove and Oven:** clean stovetop, oven, drawer and underneath stove.
- Stove Hood/Vent/Microwave:** clean inside, out and under wipe free of dirt/grease/debris. Clean/replace (if needed) filters from vent.
- Refrigerator:** (where applicable) wipe clean inside shelving, drawers, and freezer. Remove ice from dispenser in freezer (where applicable) set the ice maker to the off position. Move and clean under and behind refrigerator.
- Dishwasher:** run cycle without dishes to clean inside. Be sure to wipe exterior and edges of dishwasher to be clear of food particles/grease/debris.
- Sink:** clean/wipe free of food particles/debris.

- Cabinets/Drawers:** Clean inside and out wipe free of food particles/debris. Remove any shelf paper that is not “stuck” to the cabinets. Older homes may have had a shelf paper that had an adhesive to stick to cabinet shelves.
- Countertops:** clean/wipe free of food particles/debris

**DINING AREA/BREAKFAST AREA/DINING ROOM:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.

**HALLWAYS:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.

**BEDROOMS:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.

**CLOSETS:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Shelving must be clean/free of debris
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.

**BATHROOMS:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.
- Tub/shower must be cleaned.

- Toilets must be clean wiped free of dirt/debris on outside as well.
- Sink/vanity: clean/wipe free of dirt/debris, clean cabinets & drawers

**LAUNDRY ROOM/CLOSET:**

- Carpets (where applicable) must be professionally cleaned. If you have ever had a pet in the home you must ask for cleaning with Enzyme. Any receipts not showing this for pet housed homes will not be acceptable.
- Clean all flooring/walls/doors/baseboards/outlet covers.
- Light fixtures/ceiling fans must be clean, light bulbs replaced if needed.
- Ceiling must be clean/free of webs.
- Shelving must be clean/free of debris
- Windows/Blinds must be clean free of dirt/webs wiped inside & out.
- A/C vents must be dusted and free of debris.
- Replace any missing or damaged outlet covers/switch-plates.
- WASHER & DRYER: (where applicable)** must be cleaned and wiped free of dirt/debris inside/outside/underneath.

**\*\*\*PLEASE DO NOT TOUCH UP OR PATCH NAIL HOLES.\*\*\***

*The paint could be a different color or sheen and will cause more damage ~ If an entire room needs to be painted please do so in a neutral color or contact one of the vendors on the list provided or a vendor of your choice to quote professional paint.*

**At move out: if it is determined that additional items need to be addressed, there will be a coordination fee of \$50 per item assessed against your security deposit (i.e. cleaning, lawn service, etc.).**

**. Try to remove wall scuffs, but do not remove the paint or sheen on the paint in the process!**