

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.*****

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.

EXTERIOR:

- ☐ **Lawn:** Entire lawn must be cut & edged (where applicable) all landscaping must be free of weeds and 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.
- ☐ **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 – Return air vent must be cleaned of dust/debris**
- ☐ **Replace Water Filter in Fridge if Out of Date**

ENTRY/COAT CLOSETS:

- ☐ Carpets (where applicable) must be professionally cleaned.
- ☐ 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.
- ☐ 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 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 and out, and underneath. Wipe free of dirt/grease/debris. Clean/replace (if needed) filters from vent hood fan.
- ☐ **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 & clean under & 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.
- ☐ 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.

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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.).