

# Move-Out Checklist

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## BATHROOMS

- Clean bathroom sinks and all sides of faucets.
- Wipe down countertops.
- Clean any mirrors, wipe the inside and out of any medicine cabinet.
- Scrub the shower and/or tub with a non-abrasive cleanser or soap scum remover.
- Clean shower doors and door tracks (if doors are present.)
- If you have a shower curtain, the rod is the only thing that remains. Remove any curtain or shower curtain rings.
- Clean the toilet; inside and out, and along the base.
- Remove, clean, and reinstall ceiling exhaust fan covers.
- Prior to vacating all residents with Jacuzzi tubs need to fill their bathtub with hot water, and one cup of bleach. The jets must be run for 5 minutes to clean and disinfect the jet's internal parts.

## CABINETS AND VANITIES

- Remove all shelf-paper, unless it was attached to the cabinets before your move-in.
- Clean and wipe out the inside of all cabinets and drawers in the kitchen, bathrooms, hallways, utility room, etc.
- Clean the top of cabinets.
- Leave no crumbs, food, dirt, hair, or debris.
- If the cabinet exteriors are painted, use a cleaning solution such as "TSP" to remove all grease, grime, and build-up.
- If the cabinet exteriors are wood, use a wood cleaner such as "Murphy's Oil Soap" on the exterior.
- Clean all front and back doors and doorjambs.
- Especially clean the areas where the hands touch.

## CEILINGS

- Remove any cobwebs.
- Wipe down the HVAC vents with a wet rag. Be careful not to smear the dust onto the ceiling paint.

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## DOORS, TRIM, AND BASEBOARDS

- Wipe down all interior & exterior doors, door casing, and baseboards with wet rags.
- Do not mop the baseboards or trim.

## EXTERIOR

- Walk the grounds, picking up any small trash pieces, or personal possessions.
- Wipe down the exterior especially under the eaves and remove all cobwebs.
- Mow, weed-eat, and edged lawn
- Trim hedges
- Pull weeds, grass, and anything that growing voluntarily in the flower beds.
- Sweep and hose off patios, decks, and walkways.
- Rake and remove leaves or mulch leaves
- Remove and clean up any wasp or birds nests in the eaves

## FIREPLACE

- For gas fireplaces, vacuum out any cobwebs and dust.
- For wood burning fireplaces, hire a professional company clean the chimney and leave the receipt on the kitchen counter with the “other items”.

## FLOOR COVERING

### Vinyl flooring

- Vacuum and either wet-mop or Swiffer all vinyl.
- Do not to allow water to go under the baseboard and quarter-round.

### Pergo

- Vacuum and Swiffer all Pergo. Use a damp wash cloth to clean off any chunks.

### Carpet

- Hire a professional carpet cleaning company to clean all carpets and remove any stains.
- Leave the receipt with the “Other Items.”

### Tile

- Clean the grout with a scrub brush using soap and water.
- Wet mop all tile floors. Do not to allow water to soak into or go under the baseboard and quarter-round.

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## **GARAGE**

- Remove all personal possessions.
- Sweep and clean out the garage.
- Completely remove any fluids that may have leaked onto the garage or driveway.
- Clean windows.

## **HEAT/AC UNIT**

- Replace the HVAC filter.
- Wipe clean both sides of the intake vents.

## **HIGH USE AREAS**

- Wash light switches with TSP
- Wash around doorknobs with TSP
- Wash around Thermostat with TSP

## **KITCHEN (All appliances must be in working condition)**

### Refrigerator

- Clean the stainless-steel areas with stainless steel cleaner/polish.
- Wash the interior and exterior of the fridge (including the top)
- Light bulb must be working.
- Move fridge and clean the back of the refrigerator, rear wall, and wash the floor area underneath.

### Range/Stove/Oven

- Clean the stainless-steel areas with stainless steel cleaner/polish.
- Stove must be clean of all food and debris. Following directions, use the cleaning cycle on your oven (if applicable) or an oven cleaner. Wipe out any remaining residue. For gas stoves, lift the stovetop and clean underneath. Clean the stove burner rings, and drip pans. If the pans are too dirty to clean, replace them.
- Clean the inside and outside of the stove hood.
- Be sure the appliance bulb is working
- Be sure the hood filter is clean. Wash the filter in the Dishwasher if it is not too dirty. If there is too much grease build-up, purchase and install a replacement.

### Microwave

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- Clean the stainless-steel areas with stainless steel cleaner/polish.
- Wash the glass turnplate.
- Clean the inside of the microwave.
- Clean the underside of the microwave.

## Dishwasher

- Clean the stainless-steel areas with stainless steel cleaner/polish.
- Remove and clean the dishwasher filter.
- Dishwasher should be clean inside; outside including the door panel
- Open the door and clean the three inside edges.

## Sink

- Garbage disposal should be debris free.
- Clean sinks.
- Clean the faucet on all sides and angles.

## Backsplash

- Clean the tile and grout

## **LAWN & LANDSCAPE**

- Mow, edge, weed-eat lawn.
- Pull weeds in flower beds.
- Trim hedges.
- Pickup fallen branches.
- Clean patio, walkway & driveways.

## **LIGHT FIXTURES**

- Take down and remove all light covers. Clean out dead bugs & dust. Check for burnt-out bulbs and replace as needed with LED matching color temp bulbs. Reinstall light covers.
- For lights that do not have removable covers, just clean the outside.
- Clean and check exterior lights the same way.
- Wipe down top and bottom of ceiling fan blades with a wet cloth.

## **MISC**

- Replacing batteries in smoke detectors if beeping.

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## OTHER ITEMS

- Return all items listed in your lease under the “Appliances and other items” section. Any missing items will be purchased and billed to your account.
- Examples: Keys, garage door/gate openers, fireplace gas key, exterior faucet covers, balance of HVAC filters for the year,

## PETS

- Clean up all pet waste and cat litter.
- Fill holes from digging.
- Repair any pet damages such scratching, chewing, dirty walls, odor, pet waste, etc.

## PLUMBING

- Confirm all sinks and tubs drain properly with water running at full speed.
- Confirm all toilets flush properly.

## UTILITY ROOMS

- Remove, clean, and reinstall ceiling vent fan covers.
- Clean out dryer vent. Blow out with vacuum if needed and pick up the lint from the output area.
- In the W/D hook-up area, clean soap residue and dirt near the actual hose-hook up.
- Clean out soap residue out of cabinet interiors.
- Clean dryer vent.

## REPAIRS

- Complete the repairs identified during the Pre-Move-Out Inspection.
- Complete anything else you discover while packing and moving. It's not possible to identify all the work until the home is empty. The work will still need to be done, even if discovered during the move-out inspection.

## SHELVING

- Wipe down all shelving in bedrooms, bathrooms, pantry, closets, etc.

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## TRASH & PERSONAL POSSESSIONS

- Remove all your personal possessions, including outdoor mats and rugs, toilet plungers/brushes, clothes hangers, and all trash from the property.
- Make sure nothing is left in the garage, lawn, yard, shed, storage buildings, street, etc.
- If you have garbage service, do not overload the garbage can. Leave the garbage can on the street for pickup. If you do not have garbage service, make sure the can is empty.

## PROCEDURES

- Leave all utilities on until the day after the lease
- In the summer, set AC to 75 degrees. In the winter, set the heater to 65 degrees.
- File a change of address through the USPS (post office).

## WALLS

- Clean walls with "TSP" or similar.
- Remove all nails and screws: However, do not patch, puddy or spackle these holes.
- Do not touch up any walls with paint. Our painter will make the repairs and their invoice will be billed to your account.

## WINDOWS

- Clean the glass inside and out except the glass of window located on second level or skylights.
- Clean all window blinds.
- Clean the window tracks, including sliding doors using a vacuum attachment, wisp broom, or small brush to removing all dirt and debris.
- Brush out all window screens to remove dust.
- Walk around the exterior of the unit, checking all screens for bends in the frames or torn screens. Repair or replace as needed.