

Move out Checklist

- ✓ Fill out Notice of Intent to Vacate Form or fill out move out in your tenant portal.
- ✓ Update your address and phone numbers. This helps expedite receiving Security Deposit monies.
- ✓ Let know of your vacating date.
- ✓ Have the property in showable condition to show the property to applicants that wish to lease the property.
- ✓ Call utility companies and take service out of your name as of vacated day.
- ✓ Forward your mail as of vacated day.
- ✓ Clean the property, inside and out, according to the Resident Move Out Cleaning Guide.
- ✓ Schedule Professional carpet cleaning for after you have cleaned the property.
- ✓ Ensure any balances due have been paid.
- ✓ Leave all garage door remotes on kitchen counter in property.
- ✓ Return all keys to the office, along with
- ✓ Professional carpet cleaning receipt on vacating day. Leave exterior yard clean and maintained as per your rental agreement.

GENERAL

- If you are responsible for lawn care: mow, trim, rake and remove debris from yard.
- Clean gutters and remove cobwebs.
- Remove all trash, personal items and debris from the property.
- Clean and empty all trash cans and receptacles.

- Make repairs to screens and screen doors.
- Leave three (3) HVAC filters per return in the home

KITCHEN

- Clean refrigerator, shelves, and freezer. Unplug and pull the refrigerator out away from the wall with doors open.
- Clean underneath and behind refrigerator. After cleaning, re-plug the refrigerator and leave it running.
- Clean cupboards, under sink, and baseboards.
- Clean under burners, controls, rings, drip pans and stove top. Wipe down front and sides of range. Exhaust fan must be clean and grease free.
- Clean oven--be sure to have all traces of oven cleaner wiped free.
- Scour sinks and remove all stains. Disposal should be clean and in working order.
- Sweep and mop kitchen floor.
- Exterior faces of cupboards should be wiped down and grease free.
- Dishwasher must be clean and in good working order.

BATHROOM

- Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. An old toothbrush works well along the bolts and base of the toilet fixture.
- Bathtub must be scoured to remove any rings. Sides of the tub enclosure must be clean and free of any soap build-up. (Spray foam bathroom cleaner works well

here.)

- Sink must be scoured and faucet polished. Wipe down counter top surrounding sink and wash mirror.
- All cabinets and drawers must be dusted and wiped clean. The exterior of cabinets should also be dusted and cleaned.
- Sweep and mop floor.

ALL OTHER ROOMS

- Carpets must be commercially cleaned. Wash non-carpeted floors, remove stains and marks.
- Baseboards cleaned, and finger marks or other marks cleaned of switches and walls.
- Windows must be washed, inside and out, sills dusted and cleaned with damp cloth and window runners and tracks clean.
- Dust and clean blinds and window treatments
- Closets vacuumed and top shelf dusted.
- Wash/dust walls and ceiling carefully.
- Remove all nails.

STORAGE AREAS, GARAGES, PATIOS, CARPORTS

- Patios must be clean and swept.
- Storage area must be empty and swept.
- Remove grease and oil stains.