



MOVE OUT CHECKLIST

Property Address: _____

Tenant: _____

Vacating date: _____

Forwarding Address: _____

- _____ Property Clean (see checklist)
- _____ Ensure any balances due have been paid (see attached tenant ledger)
- _____ Leave all garage door remotes on kitchen counter in property
- _____ Return all keys. # of keys returned: _____

Security Deposit, less any deductions, will be mailed to forwarding address provided within 30 days of move out date.

MOVE OUT CHECKLIST

Resident Move-Out Cleaning Guide

This is a list of some items that will be checked after you have vacated the premises. These minimum expectations of cleanliness will be compared to your move-in assessment and you may be charged for any discrepancies in condition.

___ All personal belongings and garbage must be removed from the premises. This includes shower curtains, trashcans, toiletry items, and food items.

___ Clean out and scrub down the refrigerator. The freezer should also be defrosted and cleaned. Be sure to (carefully) pull out refrigerator if possible and clean the floors underneath and wipe down the sides of the refrigerator.

___ Clean the oven, racks, door, grease trap, fan, stovetop, burners and drip pans. If the drip pans cannot be cleaned, they must be replaced. Be sure to (carefully) pull out the stove if possible and clean the floors underneath and wipe down the sides of the stove.

___ Wipe clean all counters, cupboards and drawers, inside and out. Kitchen sink should be scrubbed and wiped clean.

___ Thoroughly clean all floors as appropriate (use wood cleaner on wood floors, vinyl cleaner on vinyl floors, etc.) Carpets need to be professionally cleaned.

___ Thoroughly clean bathrooms including sink, counters, drawers, bathtub/shower, toilet, mirrors, and doors.

___ Remove all tacks or nails from the walls.

___ Wash interior windows, sills and tracks of dust, grime, and/or fingerprints.

___ Dust all light fixtures and replace any burnt out or missing bulbs. Wipe down all ceiling fan blades.

___ Wipe down/dust all blinds and clean or replace any dirty/damaged window coverings.

___ Ensure that all drapes/curtain rods and/or blinds be property hung.

___ Wipe down outlet covers, door handles, and any other surface on which dust has accumulated.

___ Clean all A/C intake covers and exhaust fan covers.

___ Wipe down all walls, paying special attention to areas around light switches, hallways, and doors, being sure to remove any cobwebs.

___ If applicable, clean the washing machine inside, outside, control knobs and behind.

___ If applicable, clean the dryer inside, outside and carefully clean lint filter.

___ If applicable, clean/change air conditioning filters in window units.

___ Clean decks, patios, porch stoops and front porch area. Clean off exterior doors.

___ Leave exterior yard clean and maintained as per your rental agreement.