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## MOVE OUT CLEANING CHECKLIST

Thank you for giving us advanced notice that you are moving out by **DAY AND DATE**. Your last month's rent is **\$AMOUNT** and is still due by your due date without penalty. Please note, you are still responsible for rent, utilities and yard care (if applicable) through this date.

Your Rental Agreement requires that you leave your unit in a clean and undamaged condition. We have completed a preliminary walk-through discussing damages and assessing the condition of the property, this checklist should be used as a guide in addition to our previous discussions. Upon leaving, please be sure to fully secure the rental by locking all windows and doors, **leaving all keys** (house, pool, mailbox, etc) **and remotes locked inside**. After you have vacated, it will be inspected for compliance with your Rental Agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. Walk throughs are not performed with the tenant. You will be notified of any charges within 30 days.

**Please provide us with your forwarding address as soon as possible.** Good luck in your new home!

### **RULE OF THUMB: IF IT'S DIRTY, CLEAN IT. IF ITS DAMAGED, REPAIR OR REPLACE**

#### ALL ROOMS

Walls	Should be clean. Remove nails. Fill nail holes w/ spackle ( <b>hole only</b> , not the area around the hole). Do not touch up paint.
Light Fixtures	Take down, wash and return. Replace burnt out/fading bulbs.
Switch Plates	Clean
Windows	Clean inside and outside including tracks and sills.
Baseboards	Clean and dust.
Mini blinds	Clean with ammonia and water.
Floors	Vacuum or mop thoroughly. Clean baseboards.
Heat Registers/Grates	Clean and dust.

#### KITCHEN

Cabinets	Clean inside and outside. Remove any shelf paper.
Drawers	Remove, clean and replace.
Sink	Clean and disinfect.
Walls	Check area around stove for grease.

Stove	Clean burners, pan and rings. Replace with new if they cannot be cleaned. Clean oven. Clean broiler pan and place it in the drawer. Lift top of stove and clean. Clean hood fan. Clean or replace filter on hood. Pull out and clean behind oven.
Refrigerator	Clean inside and outside including shelves, egg container, door and drawers, remove kick plate in front and vacuum under and around coils. Pull fridge out and clean floor and walls behind. Do not unplug refrigerator.
Dishwasher	Clean inside and outside. Run an empty load.
Microwave	Clean inside and outside.

## **BATHROOMS**

Bathtub & Shower	Should be cleaned with disinfectant including walls. Remove water stains, hair.
Toilets	Should be cleaned with disinfectant inside & outside.
Sinks	Should be cleaned with disinfectant.
Cabinets	Clean inside, outside and wipe out drawers.
Mirrors	Clean with glass cleaner.
Floors	Should be cleaned with disinfectant including baseboards.
Fan	Clean.

## **OTHER**

Furnace	Clean or replace filter and wipe off vents.
Ceilings	Remove any cobwebs.
Smoke Detectors	Replace batteries if not working or missing.
Closets	Vacuum and wipe down shelves and baseboards.
Patio/Decks	Sweep and remove any debris, cobwebs.
Fireplace/Woodstove	Clean out ashes and debris. Clean glass, if applicable.
Garage/Driveway	Remove cobwebs, sweep out and clean up any grease/oil on floor or driveway.
Yard	Should be <b>freshly mowed</b> , trimmed and weeded. Remove any debris, feces.
Trash	Make arrangements for all trash to be picked up, including hazardous waste items such as TV's.