

## Tenant Move-out Checklist

PROPERTY ADDRESS:

TENANT NAMES: \_\_\_\_\_

## **Cleaning Instructions**

Please use this as a guideline, this will help insure a smooth walk-thru inspection upon moving out. Dirt is not considered "normal wear & tear".

GENERAL CLEANING     All fixtures cleaned & light bulbs     working.     All carpets vacuumed and shampooed.     All hard floors cleaned, mopped and     waxed.     All cabinets, closets, and drawers     emptied and cleaned.     All traces of previous tenants must be     out. (For example: cleaning supplies,     soap bars, shower curtains, and     hangers, trash etc.)     Window sills free of insects, cobwebs,     and dirt.	Tubs and showers cleaned. Tile and grout scrubbed clean.     Mirrors and medicine cabinets cleaned.     Chrome fixtures shining!     Shower curtain removed or replace if included in walk in inventory.     EXTERIOR     Front porch swept free of cobwebs, dead insects, etc.     Window screens in good condition, storm windows put on.     Garage cleaned. All trash removed.     Yard trimmed and free of all debris.
Windows cleaned inside and outside, if needed. Draperies/curtains hung correctly and cleaned. Blinds washed.	* Tenant shall be responsible for cost of cleaning in the event unit is not clean in manner acceptable to owner at time of move out. Thank you for taking the time to do this, we look forward to refunding your Security Deposit.
Baseboards cleaned. Doors and trim around doorways free of finger prints. Walls washed. All utilities on. Heat set at 68 degrees in	** If tenant has responsibility of paying utilities, tenant must also provide a receipt of the paid bills prior to receiving security deposit refund. If none is provided,
the winter. Nails removed from walls & holes filled. <u>KITCHEN</u> Oven cleaned, including under and behind unit.	property manager will call Utility Company for final read, and that amount will be deducted from security deposit. Tenant is also required to provide evidence of carpet cleaning by way of paid receipt of carpet cleaning rental or of paid bill from cleaning company.
Pans under burners cleaned or replaced. Glass top cleaned and shined. Sinks cleaned; fixtures clean and shiny.	TENANT SIGNATURE DATE
Dishwasher cleaned. Refrigerator & Freezer cleaned, including under the refrigerator, and left running.	TENANT SIGNATURE DATE
Cabinets and drawers emptied and cleaned.	PROPERTY MANAGER DATE
<u>BATHROOMS</u> Commodes cleaned. Keep seats down.	TRANSFER UTILITIES TO OWNER: Yes No   KEYS OBTAINED BY AGENT: Yes No   DATE:  Yes No