

TENANT MOVE OUT

Checklist

To ensure a smooth move-out process and return of your security deposit, please carefully complete the following items.

Tip: If you have roommates, organize a cleaning day. The last person to move out is not the only person responsible for the final clean of common areas.

CLEANING REQUIREMENTS

GENERAL AREAS

- Remove all personal belongings and trash from the property.
- Have carpet professionally cleaned (receipt is required)
- Dust and wipe down all baseboards, window blinds and window sills.
- Clean air vents and replace air filters.
- Clean all ceiling fans and replace burned out lightbulbs.
- Clean inside of all windows.
- Sweep & mop.

KITCHEN

- Clean inside and outside of all cabinets and drawers.
- Wipe down all countertops and backsplashes.
- Deep clean refrigerator:
 - Remove all food.
 - Wipe down all shelves, bins, and compartments.
 - Wipe off the top of fridge
 - Carefully pull fridge away from back wall and sweep
- Deep clean stove/oven:
 - Clean stove top, burners, knobs, and drip pans.
 - Clean inside of oven (including racks) and door.
- Clean microwave inside and out.(if applicable)
- Clean dishwasher, including door edges and filter if accessible.
- Clean and sanitize sink and garbage disposal. (if applicable)

LAUNDRY AREA

- Wipe down washer and dryer units- Clean lint trap in the dryer.
- Sweep and mop laundry room floor.



Checklist

BATHROOMS

- Clean and disinfect sinks, countertops, toilets, bathtubs, and showers.
- Clean mirrors and any shelving.
- Clean inside and outside of all cabinets and drawers.
- Remove any personal items, including shower curtains and liners.

EXTERIOR (IF APPLICABLE)

- Remove all personal property and trash from patios, balconies, yards, garages, and sheds.
- Sweep patios, balconies, and porches.
- Mow lawn, pull weeds, and trim hedges if responsible per lease.

OTHER:

- Report damage: Damage is split among roommates unless someone takes ownership. Let the office know about any damage and take responsibility.
- LED lighting: If you installed LED strip lighting in the bedroom or common area, it must be removed and sheetrock repair performed to prevent additional charges.
- Burnpile: Must be cleaned out completely.
- Normal wear and tear is not dirt or soiled areas.

FINAL STEPS

- Contact USPS to set up mail forwarding to your new address.
- Return all keys, including:
 - House keys, garage door openers, remotes, mail box keys, fobs, etc
 - Label keys/remotes if possible to avoid confusion.
- Provide your forwarding address in writing for:
 - Return of security deposit & any future correspondence
- Take final move-out photos for your records.
- Schedule an appointment for final walk through to determine security deposit.
- Confirm utilities are canceled or transferred 3 days after move out(check your lease for instructions). Utilities must be connected for a final walk through to ensure systems are working.