



Move Out Reminder & Cleaning Checklist

As you prepare to move, please use this form to help ensure a proper move out and maximum deposit refund. If there are any items of concern or in need of repair, please make a note of them on the lines below.

We will also need your forwarding mailing address to process your move out statement.

Please email and/or leave this form on the kitchen counter for Management to process.

Name(s): _____ Date: _____

Vacating Rental Address: _____

Forwarding Address: _____

Keys dropped off at: _____

Miscellaneous Things to Do:

- Complete Cooperate with the showing of the residence for sale or re-rental, keeping it in presentable condition.
- Complete Call all associated utility companies to close or transfer your account and return the utilities back to the owner/agent's name, starting the day after you return the keys.
- Complete Upon leaving, be sure to secure the residence by locking all windows and doors.

Remove All Personal Belongings & Trash From:

- Complete Inside of the home
- Complete Outside of the home
- Complete Garage
- Complete Yard
- Complete Storage shed/closet

Repair / Replace Any Damaged or Missing Items:

Contact management for any questions or concerns on how to properly repair items, otherwise you could still be charged.

- Complete Check all smoke & carbon monoxide alarms and replace all low or dead batteries.
- Complete Replace any missing or burnt out light bulbs
- Complete Clear any clogged drains
- Complete Replace furnace filter (if applicable)
- Complete Remove all tacks, nails hooks, etc. from walls
- Complete Patch all small pin & nail holes with spackle and spray texture if needed.
- Complete Add touch up paint to any scuffs, pin holes, etc. (Ask management for paint code for exact match)
- Complete Carpets vacuumed & professionally shampooed (if applicable) w/ receipt attached

Comments/areas of concern for Management:

Cleaning Checklist:

Kitchen

- Complete Refrigerator properly cleaned inside, outside, behind and underneath
- Complete Stove/Range properly cleaned inside, outside, behind and underneath
- Complete Drip pans cleaned or replaced
- Complete Rangehood filter scrubbed clean (like new) or replaced
- Complete Dishwasher properly cleaned inside & outside
- Complete Cupboards & drawers emptied & cleaned
- Complete Clean sink and all countertops
- Complete All light fixtures, heaters & thermostats wiped clean
- Complete Ceilings free of cobwebs
- Complete Outlets and switch plate covers cleaned
- Complete Windows & windowsills cleaned
- Complete Dust and/or wipe down all blinds
- Complete Entry & closet doors cleaned
- Complete Flooring & baseboards are cleaned

Comments/areas of concern for Management:

Bathroom(s)

Bathroom#1 Bathroom#2

- | | | |
|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Medicine cabinets/mirrors & vanity cupboards cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Sink/Vanity cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Toilet tank, bowl and base cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Bathtub/shower & tub surrounds cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Light fixtures, exhaust fans, heaters & thermostats cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Ceilings free of cobwebs |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Outlets and switch plate covers cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Windows & windowsills cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Dust and/or wipe down all blinds |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Entry & closet doors cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Closets/shelves are emptied and cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Flooring & baseboards are cleaned |

Comments/areas of concern for Management:

All Other Rooms

Living Room Bedrooms

- | | | |
|-----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | All light fixtures, heaters & thermostats wiped clean |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Ceilings free of cobwebs |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Outlets and switch plate covers cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Windows & windowsills cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Dust and/or wipe down all blinds |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Entry & closet doors cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Closets/shelves are emptied and cleaned |
| <input type="checkbox"/> Complete | <input type="checkbox"/> Complete | Flooring & baseboards are cleaned |

Comments/areas of concern for Management:

Tenants with pets

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Complete | All pet hair and smells have been removed |
| <input type="checkbox"/> Complete | All outdoor areas are free of pet waste |
| <input type="checkbox"/> Complete | Flea bombs have been set (if necessary) |

Comments/areas of concern for Management:

Landscaping

- | | |
|-----------------------------------|------------------------------|
| <input type="checkbox"/> Complete | Lawns have been mowed |
| <input type="checkbox"/> Complete | Flower beds have been weeded |

Comments/areas of concern for Management:
