

Tenant move-Out checklist

It is our intention to refund as much security deposit as possible-
The attached checklist will provide a good guideline for what we watch
for during your final walk through.

Utilities

- Vacating Oct-March please leave the thermostat at 60 degrees incase of a freeze warning.
- Vacating April- Sept. please set the thermostat to 75 degrees.
- All utilities must remain on until the walk through is completed (usually no more than 48 hours).

Kitchen

- Clean all exhaust fans including filters.
- Wipe off kitchen cabinets, shelves, and drawers.
- Refrigerator- all food removed and wiped down inside and out.
- All sinks and Faucets need to be wiped clean.
- The top of the refrigerator needs to be wiped down and dust free.
- Garbage disposal must be clear and running freely.
- Stove and Oven, including burners need to be wiped off with no debris remaining.

Bathrooms

- Commodes need to be leaned and free of soap scum. (We have found most tenants don't clean under the commode seat or behind the toilet.)
- All tubs, showers and sinks must be cleaned and free of soap scum.
- All cabinets, drawers, and vanities must be clean.
- All mirrors must be wiped clean.

Bedrooms

- All closets must be emptied.
- Outside
- Garage must be swept clean
- All animal waste must be removed.
- Any holes created by pets must be refilled with dirt.
- All outside landscape beds must be weed free.

General

- All ceiling fans must be dust free
- Smoke detector batteries replaced.
- All filters changed
- In the growing season yard must be mowed and edged.
- All carpeted areas need to be freshly vacuumed (pay special attention to areas close to baseboards and corners)
- All non-carpeted areas just be mopped and dust free.
- All light bulbs need to be replaced if burnt out.
- All window treatments must be in working order and dust free.
- All keys, openers, card passes, or fobs need to be returned to our office.

Our office is providing this checklist in order that once you have followed it completely, we can distribute your security deposit with less deductions (if any) and at a faster time frame.

Please understand, our vendors charge between \$75 and \$125 for a service call.

Something small could cost you more due to travel and time expenses due to the vendor.

Possible Cleaning Charges to Security Deposit:

Note: These minimum charges are subject to change at any time without notice.

Clean Carpet	\$150 +	Oven or Stove	\$75 +
Vent Hood	\$35 +	Replace Range Pans	\$40 +
Refrigerator	\$50 +	Freezer	\$20 +
Counters/Cabinets	\$5 +	Toilet	\$30 +
Drawers/Sinks	\$5 +	Bathtub	\$30 +
Dishwasher	\$20 +	Mirrors (each)	\$10 +
Mini-Blinds (each)	\$20 +	Windows (each)	\$10 +
Vertical Blinds (each)	\$35 +	Floors	\$30 +
Ceiling Fans	\$25 +	Patio	\$25 +
Sliding Glass Door	\$25 +	Clean Garage	\$50 +
Cleaning dirty vent hood	\$35 +	Furniture Removal	\$100 +
Cleaning walls (per wall)	\$35 +	Vertical Slats	\$15 +
Re-keying when no keys are returned	\$85 +	Light Bulbs (each)	\$5 +
Trash Removal from interior of house	\$65 +	Specialty Bulbs (each)	\$15 +
Trash Removal from exterior of house	\$65 +	Screens	\$35 +
Wash windows and tracks	\$20 +	Window	\$200 +
Cleaning Fireplace	\$35 +	Oven Rack	\$30 +
Drip Pans (all 4)	\$45 +	Switch Plates (each)	\$5 +
Light Fixtures	\$100 +	Battery for smoke alarm	\$10 +
Door Replacement	\$100 +	Blind Wand	\$5 +
Light Globes	\$25 +	Reinstall Doors on Track	\$30 +
Toilet Seat	\$40 +	Tub stopper/Drain covers	\$15 +
Service call / Trip Charge	\$45 +		