

# Move-Out Checklist

## A Checklist Designed to MAXIMIZE Security Deposit Refunds to Our Tenants

Our office STRONGLY recommends tenants hire a professional to perform the move-out cleaning. The list below is a guideline of what items will be reviewed at move-out & may be a good tool for you, or to provide to your chosen cleaner. We LOVE giving full refunds to our tenants! We are glad to help you get yours!

### General – Do in all rooms

- Switches/Outlets** - Covers dusted/cleaned/fingerprint-free. Clean areas around switch/outlet plates as well.
- Walls** - Clean dirt & handprints. Remove nails, but do not patch nail holes. If you have mounted anything with screws/brackets/bolts/anchors, or have excessive nail holes (more than 3 per wall, you must call the office for input. Individual owners have different preferences. DO NOT SPACKLE without approval.
- Light Fixtures/Fans** - dusted & clean. Remove cobwebs & clean globes – inside & out. Bulbs should be present and functional. Dust ceiling fan blades & lights. Globes are clean, cobweb-free & bug-free Exterior light fixtures too.
- Flooring/Baseboards** - dusted & clean, including grout. Floor trim should be dust-free/hair-free/swept/free of dirt.
- Carpeting** – Vacuum thoroughly & schedule steam clean after furniture is removed. Be sure to use approved vendors.
- Doors/Door Trim** - Dusted & clean - Dust free/hair-free/swept/free of dirt & fingerprints
- Windows/Sills** - Dusted & clean – Dust-free/hair-free/swept/free of dirt & fingerprints. Blinds dusted & clean & in good working order & all parts are present including adjustment rods. Curtains should be fresh/clean/free of dust & dirt if present & laundered according to fabric.
- Systems/Equipment** – All batteries/bulbs should be present & working. All codes should be changed to 1234 – Garage doors pins/alarm systems/key systems. HVAC Vents>Returns/Grills/Fans are dust free and HVAC filters are brand-spankin' new. Any child-proofing latches/measures that you have installed should be removed.
- Closets/Storage** - Clean bar & shelves, woodwork and slats.

### Kitchen

- Walls & tiled areas** – should be free from grease & food spills
- Cabinetry** - Clean all drawers & cupboards *inside & out* - no crumbs or particles should be present
- Surfaces** - Clean all surface areas – remove any spills/stains/food/crumbs/debris/handprints.
- Fixtures** - Polish all chrome fixtures - no streaks, fingerprints, spots, soap scum.
- Equipment** - All stoppers/drain accessories should be present & clean.
- Appliances** - Pull out stove & fridge to clean underneath and sides – do not damage flooring. Stoves - Clean broiler pan & drawer & around all knobs. Coil Stove: Replace the drip pans, clean under stovetop. Appliances should be spotless. Remember to clean rubber gaskets/doors/shelves/baskets/trays/drawers/edges. Any water filters should be fresh. Range hood to be cleaned – Replace or clean the grease filters & light should be functional.
- Polish Stainless Steel Appliances with appropriate products.

### Utility Rooms – Washer/Dryer Closet

- Clean around all knobs & vacuum lint trap
- Clean inside/outs – Remove dust from around & under the appliances – do not damage flooring.
- Sweep & mop flooring in laundry area

### Garage/Parking Areas/Carport

- Remove items & sweep
- Remove stains to flooring – Garage floor &/or parking pad must be clean & free of grease/oils
- Remove any cobwebs/bugs/dust/dirt/debris/leaves

Review your lease for any specific requirements that may apply to your home. Each home is different and sometimes have different systems and requirements. If in doubt, just ask!

### Bathrooms

- Exhaust fan dusted & clean
- Tub & sink polished – fiberglass enclosures are clean
- Toilets clean/polished including base & bolt caps intact
- All chrome/mirrors polished – no streaks/fingerprints
- Clean & polish vanity tops
- Grout is free of soap residue & mildew
- All stoppers/drain accessories are present & clean
- Drawers/Cabinets are clean/dust-free/hair-free

### Sliding Glass Doors/Storm Doors

- Clean dirt from sliding door tracks, vacuum screen.
- Clean all glass inside & outside

## Yard/Lawn

- ❑ Click: [Yard/Patio/Balcony – Tenant Responsibilities](#) - All the lease requirements for weekly maintenance must be performed in *addition* to end-of lease items listed below.

### Move-Out Requirements

- ❑ Tenant must re-mulch all flower beds. (Within 30-days of move-out & no red mulch)
- ❑ Tenant is required to remove all evidence of pet waste from the lawn.
- ❑ Tenant must repair (or pay for) any areas of damage to the lawn that has been caused by the tenant. This may include pet damage or "game trails," areas where tenant's equipment or furnishings have been on the lawn and the grass has been damaged. This includes replacing dirt and grass/ground cover that has been damaged by tenant items, activities, or pets.

### Required Professional Services

(Approved Vendors Only)

- ❑ Fireplace cleaning - Inspection report & receipt even if not used by tenant.
- ❑ Dryer vent cleaning Inspection report & receipt.
- ❑ Carpet cleaning report & receipt (w/enzyme treatment if you have pets on your lease).
- ❑ Flea treatment – Pet owners to provide

### Shed/Storage Areas

- ❑ Remove all belongings & sweep
- ❑ Equipment conveyed to tenant should be clean/tidy/accounted for
- ❑ No trash should be at property or in bins

### Deck/Patio/Porch

- ❑ Remove all items & sweep deck/patio/porch
- ❑ Remove any small areas of staining/growth w/bleach & water solution
- ❑ Remove all cobwebs/bugs, dirt, leaves, debris
- ❑ Screens if present should be clean

### Pool/Spa

- ❑ Pool & spa to be cleaned, vacuumed & at the correct pH factor (if applicable)
- ❑ Equipment is clean/tidy/accounted for – these items will be checked at inspection

### Keys

- ❑ Label & return all key copies for all doors to home, mailbox, pool, padlocks, gates, storm doors, clubhouse, garbage disposal, room keys, fitness center – everything you have received must be turned in, including parking stickers.

### Miscellaneous

- ❑ Forward mail & subscriptions
- ❑ Give our office your forwarding address
- ❑ Email service reports if necessary:  
[Propertymanagement@stephanieclarkandteam.com](mailto:Propertymanagement@stephanieclarkandteam.com)

## FYI's

The inspection is the time where charges begin to be reviewed for work not performed and visible damages are present. This inspection is the beginning of the research phase which will be continued at the office as we review hundreds of *before* and *after* occupancy photos of the condition of the home to determine what were pre-existing damages versus damages occurring after occupancy.

We will also review inspections during your tenancy as well as your Move-In Checklist, if you turned it in as the lease required.

By the time of your inspection, you should be out of the home completely, all services should be complete w/reports, and keys are handed over. No further work can be performed by you or a vendor at the home without paying rent for the day and re-inspection costs apply. FYI - Repairs not disclosed prior to move-out could be considered damages.

## Most Common Deposit Charges:

- ◆ Garbage cans not empty ◆ Keys not returned ◆ Cleaning standard not met ◆ Dirty air filters ◆ Mulch not fresh
- ◆ Dirty Walls ◆ Paint changes ◆ Items left ◆ Pet odors ◆ Home not vacant when carpet was cleaned – so not all carpet is clean ◆ Failure to use approved vendors ◆ Missing equipment/items issued ◆ Unreported repairs
- ◆ Re-inspections ◆ Services coordinated by us rather than you - Coordination fees of \$25 and up per service apply if we schedule your professional services, drop off lockboxes for services ◆