

Move-out Checklist

- Provided our office with a proper written 90-day notice of lease termination?
- Paid all rents & any late fees or other charges in full?
- Cleaned the unit thoroughly and had the carpets professionally cleaned?
- Provided the post-office with your new address?
- Scheduled to have your utilities turned off?
- Turned in all keys, mailbox keys, cable modems (if applicable)?
- Completed & submitted a Security Deposit Refund form to us by email, post or Fax?
- Cleaning Checklist – This is a general guideline, you should take care to be very thorough when cleaning!

➤ **Kitchen**

- Stove - Including under each drip pan & in drawer below oven
 - Also replace each drip pan w/ new one, per lease addendum
- Oven - All surfaces & glass window
- Refrigerator - Including underneath crisper drawers
- Sink – clean & disinfect
- Cabinets – Clean & wipe down inside & out, remove shelf paper or liners
- Counters
- Vacuum & Mop floor

➤ **Baths**

- Sink(s) – including sink bowl & hardware, faucet handles, etc...
- Tub(s) / Shower(s) – all of tub, walls, tile, fixtures, handles, etc...
- Toilet(s)
- Cabinets - Inside & out, remove shelf paper or liners
- Mirror(s)
- Vacuum & Mop floor

➤ **All rooms**

- Vacuum floors – including hardwood floors
- Replace burned out light bulbs
- Dust ceiling fans
- Change AC Filters
- Clean dryer lint trap
- Check Hardwood Floors for Damage & Scratches and report
- Wipe down baseboards

➤ **Exterior and Misc. items**

- Please remove all trash, recyclables & personal belongings from the premises (inside & out to avoid fees for hauling away furniture or trash)