

Move-In Checklist:

Before moving into a new rental property, make sure to inspect the property thoroughly and note any damages or issues that are already present. This will help you avoid any disputes with the landlord or property manager when it's time to move out. Here are some items to check off your move-in checklist:

Inspect the property: Walk around the property and check for any damages or issues such as cracks in the walls or windows, water stains, or faulty appliances. Take photos or videos of any damages you find, and make sure to notify your landlord or property manager in writing.

Test appliances: Check that all appliances are working properly, including the refrigerator, stove, dishwasher, and microwave.

Check smoke detectors and carbon monoxide detectors: Test all smoke detectors and carbon monoxide detectors to make sure they are working properly.

Check locks and security features: Make sure all locks on doors and windows are functioning properly and that there are no security issues.

Take meter readings: Take readings of the gas, water, and electricity meters and record them. This will help you avoid any discrepancies with your utility bills.

Move-Out Checklist:

When it's time to move out of a rental property, there are a few important tasks you need to complete to ensure a smooth and hassle-free process. Here's a move-out checklist to help you get organized:

Clean the property: The property should be left in a clean condition, free from any debris, trash, or damage. Make sure to clean all rooms, appliances, and fixtures thoroughly.

Remove all personal items: Make sure to remove all personal items from the property, including furniture, decor, and any other belongings.

Return keys: Return all keys to the property to your landlord or property manager.

Cancel utilities: Make sure to cancel all utility services, including gas, water, electricity, and internet.

Schedule a final walkthrough: Schedule a final walkthrough with your landlord or property manager to inspect the property and ensure everything is in good condition.

Use the checklist provided in this packet: Make sure to follow the checklist provided in this packet to ensure an easy move-out!

By following these move-in move-out checklists, you can help ensure a smooth and stress-free rental experience.

MOVE-OUT CLEANING CHECKLIST

CLEANING REQUIREMENTS FOR VACATING TENANTS

The owners of your rental property want to make your move in, and if necessary someday, move out, experience smooth and free from surprises. Therefore they ensure that your new home is thoroughly cleaned and disinfected top to bottom and ready for you to start your new life when you move in, and their expectation is to get the property back from you in the same condition.

The following cleaning requirements must be accomplished before vacating the property and the property should be left thoroughly cleaned. Please use this checklist to ensure you've covered all of your responsibilities by checking off each item as you complete it. Whether you do the cleaning yourself or hire a professional to do it, each item must be completed upon vacating. Every item will be examined for completion when we inspect your unit at move-out.

Carpets, where applicable, were professionally cleaned before you moved in and must be professionally cleaned upon vacating. A copy of your receipt must be turned in with your check out report.

Remember that all keys must be returned and we need to have a forwarding address in order to refund your deposit. Also, please keep in mind that your refund will take up to 30 days to be returned.

Entire Dwelling:

- Remove all of your belongings.
- Repair any minor damage you caused. If substantial, hire a professional to fix it.
- Remove all garbage and clean trash receptacles. All trash must be removed from the premises.
- Smoke alarms must be operational; Replace batteries as necessary.
- Clean fireplace, hearth, and mantle; Remove ashes and debris.
- Repair pet damage and treat for pests.
- All plumbing is free of any blockages.
- All dead pests must be removed. Flea bomb if you've had a pet.
- All pet odors must be removed.
- Leave ALL utilities on until your move-out inspection has completed.

Windows, Glass and Patio Doors:

- Clean all window and door channels and frames thoroughly. Pay attention to the corners.
- Clean door screens and tracks.
- Clean all interior and exterior window panes and glass doors and leave free of streaks and dirt.
- Clean all mini and vertical blinds one by one. Clean all window sills and rods
- Clean all drapes and valances.
- Replace broken or missing windows panes and screens.
- Replace all damaged or broken window coverings.

Floors:

- All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned and washed as per manufacturer directions.
- All non-carpeted floors must be cleaned, mopped and free of dirt and grime. DO NOT use bleach or ammonia based cleaners on laminate or hardwood floors as these may cause damage to the floor.
- Vacuum all carpeting in preparation for professional carpet cleaning.

Doors:

- Clean front door, inside and out.
- Both sides of all doors including closets must be cleaned and free of any grease, grime, crayon or marker, scuffs, and hairspray residue.

Light Fixtures / Ceiling Fans:

- Remove all globes, fixtures, etc. and clean both sides. Replace broken globes.
- Ensure that each fixture has the correct type of bulb in it; i.e. inset lights have flood light bulbs, dimming switches have dimmable bulbs, etc. Be sure to use the correct wattage and ensure all lights are operational.
- Clean ceiling fan blades (both sides) as well as the mount on all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a clean broom.

Walls / Ceilings:

- Wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold or grime. All crayon and/or furniture marks must be removed as well. Mr. clean magic erasers work well on walls.
- Remove all nails, screws, staples, etc. you used to hang anything but do not patch or spot paint. Any holes larger than a nail hole and any other damage to drywall must be repaired professionally at your cost.
- Vacuum top of all baseboards.
- Baseboards should be wiped clean of dust and pet hair.
- Remove any dust from ceilings and A/C vents
- Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- Check/clean or replace any cracked or missing phone or TV wall plates
- Remove all vents and clean inside with vacuum
- Clean floors surrounding vents
- Replace particulate filter if applicable

Furnace / Water Heater:

- Wipe exterior portions of furnace and water heater. Do not dismantle any parts.
- Clean furnace cold air return vents and install new filter.
- If furnace/heater closet is accessible, remove cobwebs from ceiling and walls and vacuum or sweep and mop floor.

Kitchen:

- Stove / Range / Range Hood / Bottom of Micro Hood:
- Range Hood/ Bottom of Stove must be cleaned THOROUGHLY! The entire surface area, including the eyes and underneath the eyes, the vent hood, the oven and storage area should be clean and free of grease. The drip pans should be replaced. The filter in the vent hood should be removed, washed, dried and put back in place. HINT:Put the filter in the dishwasher and run through a normal cycle.
SELF-CLEANING OVENS NOTE: Do not clean oven racks or other range accessories in self-cleaning ovens. Do not use oven cleaner in self-cleaning ovens, as it will damage the interior surface.
- Scrub all rims, ridges and underside of hood to remove all grease splatter and grime
- Clean stove top range hood.
- Clean exhaust fan vent filter and light.
- Clean all metal parts of burners, including the prongs of electric cooking elements.

- Clean or replace stove burner drip pans so they look new.
- Remove lower drawer and clean under stove.
- Clean control knobs. Any broken stove knobs must be replaced.
- Wash and dry outside of stove.
- Oven-Clean inside of oven, oven racks (both sides), broiler pan, drawers. Soak in hot water to clean, dry well.
- Clean top and bottom edges and seal of oven door.
- Remove all oven cleaner residue or self cleaner ash from interior of oven.
- Clean under elements.
- Pull freestanding electric ranges away from wall to clean the floor, wall and sides of range
- Do not attempt to pull **gas** ranges away from the wall - clean floor under gas ranges by removing drawer.

Dishwasher:

- Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film
- Clean inside and out of dishwasher. It should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

Refrigerator:

- Remove all food from refrigerator
- Unplug refrigerator while cleaning.
- Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- Clean both sides of shelves.
- Clean butter, vegetable, meat and dairy storage compartments. All should be clean, free of mildew, dirt and grime.
- Freezer must be defrosted and cleaned.
- Remove and clean kick plate and vacuum out coils.
- Remove, empty and clean drain pan.
- Clean folds in and underneath rubber seals on doors.
- Pull refrigerator away from wall and clean all exterior portions including top.
- While appliance is pulled out clean walls, sides of cabinets and sweep and mop floors thoroughly.
- Vacuum and wipe power cord and coils on back and/or underside of refrigerator.
- After the refrigerator has been thoroughly cleaned and dried, reconnect the cord and set temp to 3- do not leave off to avoid causing mold between occupancy.

Cabinets and Drawers:

- Shelves, drawers, turntables and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt, dust and hair.
- Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried-on foods, etc.
- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean and disinfect all countertops
- Sink and surrounding areas
- Garbage disposal, if available, should be in proper working order and free of garbage. With cold water running into the drain, turn garbage disposal on to flush. Remove any leftover food or other items in disposal. Run baking soda through the disposal. Remove black rubber gasket and clean thoroughly. Clean opening before replacing gasket.
- Clean sink, drain, chrome fixtures and pipes under sink.
- Clean and shine up the sinks, faucets and handles.
- Clean all backsplash areas to remove grease, dried-on food, dust and cobwebs
- Clean all countertop areas, especially in the corners.
- Clean cabinet fronts
- Clean microwave - inside and out.
- Clean any other appliances provided with the property

Bathroom(s):

Toilets:

- Scrub with disinfectant cleanser
- Remove all dirt and stains
- Clean top of toilet tank, toilet lid, seat (both sides), bowl and base completely
- Scrub toilet of all rust, lime and scale inside and out

Sinks:

- Clean sink, drain, chrome fixtures and pipes under sink.
- Clean and shine up the sinks, faucets and handles.

Mirrors:

- Clean all mirrors so that they are streak free and free of dirt
- Clean all glass (e.g., shower doors, mirrors, etc.)

Floors:

- Sweep and mop or vacuum floor
- Vacuum and/or wash rugs
clean the floor and baseboards with disinfectant cleaner appropriate for flooring type
- Showers and tubs:

- Clean shower walls, bathtub interiors and shower doors meticulously to remove all dirt, soap build-up, mold, and hair. Bleach the grout. Shower doors and frames must be completely clean
- Vanities and cabinets:
 - Clean medicine cabinet shelves and both sides of doors
 - Clean the inside of medicine cabinet
 - Clean interior and exterior of cabinets and drawers
 - Clean out the bathroom drawers and vanity, making sure you get all the hair out
 - Replace all broken or missing bathroom towel racks and toilet paper holders.
 - Lights, ceiling and ventilation:
 - Clean vent fan cover.
 - In bathrooms with exposed bulbs, remove bulbs (when cold), clean and replace
 - Wash all walls and ceilings to remove mold, grease or other particles.
 - Clean light fixtures, and replace any burned out light bulbs

Bedroom(s):

- Carpeting: Vacuumed thoroughly (in preparation for professional carpet cleaning)
- Overhead light fixtures/ceiling fans: Washed and replace bulbs if necessary.
- Closets: Washed inside and out.
- Windows/Blinds: Washed inside and out, as well as screens and tracks.
- Vents/Registers: Dusted and washed.
- Windows & Doors
 - Wash all windows inside and out.
 - Clean out window tracks.
 - Wash all window sills and screens (damaged screens must be replaced).
 - Windows must be closed and locked.
 - Clean all blinds and window coverings.

Living areas and hallways

- Carpet: Thoroughly vacuumed.
- Closets: Washed inside and out.
- Vents/Registers: Dusted and vacuumed inside
- Light fixtures/ceiling fans: Washed and have bulbs replaced if necessary
- Windows/Blinds: Washed inside and out, including screens and tracks.

Laundry Area:

- Floor: Scrubbed.
- Walls: Washed down, dust removed.

- Doors: Washed inside and out.
- Window/Blinds: Washed inside and out, including screen and track.

Exterior:

- Entire lawn must be neatly mowed and edged.
- Edge around walkways, driveways and patios
- Trim (weed whack) around foundations, flowerbeds, shrubs and fences.
- Rake grass clippings and leaves.
- Remove weeds and dead plants from flower beds.
- Yard watered and remove all trash and debris.
- Any animal droppings are to be picked up and disposed of.
- Fill, level and seed holes from pets and repair all other damage caused by pets.
- Trees and shrubs trimmed or pruned.
- Pull the weeds and weed flower beds if applicable.
- Pick up any trash in yard.
- Remove all personal items from yard.
- Clean all exterior light fixtures and ensure light fixtures have working bulbs or fluorescent lights.
- Patios, balconies and storage closets must be swept and free of debris and Trash.

Garage/Storage:

- Remove all items from Garage/carport and shed or storage areas
- Clear out all refuse, boxes, and debris
- Sweep out or vacuum any storage areas and garages
- Sweep between wall studs and around garage door(s) to remove cobwebs, dust and debris
- Clean cobwebs from walls and rafters as far as can be reached with a broom
- Clean ALL closets, storage spaces and shelving of dust and debris.
- Ensure that each light fixture has all working bulbs
- Clean light fixtures, light switch and outlet covers, shelves and both sides of entry/exit doors

Driveway:

- Should be completely empty and swept.
- Clean oil stains
- Clear up all refuse, boxes, and debris
- Clean outdoor light fixtures, replace burned out or missing light bulbs

Trash:

- Haul away all garbage. No trash shall be left behind except what fits in your personal outdoor can and that will be picked up the week you leave by your regular garbage service.
- DO NOT leave garbage, personal items or furniture at the curb.

All of the aforementioned items on this checklist need to be done prior to your move-out inspection so that you can RECEIVE YOUR FULL SECURITY DEPOSIT BACK. Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy will be deducted from your Security Deposit, except what is deemed normal wear and tear.

If additional money is needed to restore said home, the Landlord will send the Tenant a Bill for balance. Your Security Deposit will be mailed within 30 days of your move-out inspection to the address you provide to your Landlord (if no new address is given, any remaining Security Deposit money will be mailed to current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address).

If you deliver your home in the same condition it was in prior to your tenancy it will ensure that you receive the most money possible. Please follow these guidelines to maximize the return of your security deposit.

Remember: All exterior doors must be securely locked, including the garage, and at least one door key returned to us.

Hope you have a successful move!

Thanks!
Your management team

