

Tenant Move Out Checklist

Vacating and cleaning instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your move-in condition report, will be billed at your expense and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform every item on this checklist. After you complete the checklist completely, your disposition of deposit and refund will be returned within 30 days. Before moving, please remember to leave your forwarding address on the enclosed forwarding address from.

- **Move out time**
 - Please note that unless special arrangements are made with the office you need to be out moved out by 9am on the day your lease ends.

- **Utilities**
 - Have utilities scheduled to be taken out of your name AFTER you move out. If you move out on the weekend this can be done the on the next business day.

- **Personal Belongings**
 - Remove all personal belongings and trash from the premises prior to move out. This includes everything inside and outside. You will be charged for anything left that we have to remove.

- **Keys**
 - Leave all keys on the kitchen counter along with the front door unlocked.

- **Mail**
 - Contact post office to forward your mail to new address. We are not responsible for undeliverable mail nor are new residents.

- **Suggested cleaning supplies**
 - Not all items will be needed for cleaning your unit, but most are very helpful and needed.
 - Paper towels (will use lots of this)
 - MR. Clean Magic Erasers (helps for cleaning stoves, showers, sinks, etc)
 - Clorox Foaming Bleach (cleans tiles, vinyl, showers, tubs, etc)
 - Glass cleaner
 - Easy Off oven cleaner
 - Sponge(s)
 - Broom / Dustpan

- Mop & bucket
- Murphy Oil Soap or equivalent Pine sol or Mr. Clean
- 409 Cleaner/Degreaser or equivalent
- Hardwood floor cleaner-Use BONA from Lowe's/Menards (where applicable) or swifter & pads (if you have laminate floors)
- Stool or step ladder
- Garbage bags
- Toothbrush or small brush to clean tight areas (for fridge, window sills, and other hard to reach areas)
- New Stove pans - bring old pans to store with you to make sure you get right ones. You should also have stove brand (e.g., Whirlpool, Hotpoint, GE, etc.) - we will charge a minimum of \$40 to replace these if you do not do it!

CLEAN UNIT COMPLETELY

○ **Kitchen**

- **Walls:** wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling and sand to create a smooth surface,
- **Trim and Misc:** Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- **Light Fixtures:** wash all light fixtures and replace burnt out light bulbs.
- **Windows:** clean all windows, including tracks and window sills.
- **Blinds:** dust and wipe down all blinds and replace any broken ones.
- **Cabinets:** empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- **Refrigerator/Freezer:** empty all contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and outside of the refrigerator. Return shelves and drawer to proper position.
- **Oven/Stove:** clean racks inside and outside of the oven and completely remove all stains. Wash down all surfaces of the stove and stove top, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood.
- **Sink/Fixtures:** clean sink, drains, and faucets.
- **Countertops:** clean all countertops, including edges and corners.
- **Floors:** sweep, mop, and wipe down all floor surfaces including underneath refrigerator and stove.

○ **Living Room**

- **Walls:** wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling and sand to create a smooth surface,
- **Trim and Misc:** Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.

- **Light Fixtures:** wash all light fixtures and replace burnt out light bulbs.
- **Windows:** clean all windows, including tracks and window sills.
- **Blinds:** dust and wipe down all blinds and replace any broken ones.
- **Shelves:** wipe down all shelf surfaces.
- **Floors:** sweep, mop, and wipe down all floor surfaces.
- **Bathroom**
 - **Walls:** wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling and sand to create a smooth surface,
 - **Trim and Misc:** Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
 - **Light Fixtures:** wash all light fixtures and replace burnt out light bulbs.
 - **Cabinets :** empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and outside. Clean mirror.
 - **Sink/Fixtures:** clean sink, drains, and faucets.
 - **Countertops:** clean all countertops, including edges and corners.
 - **Bathtub/Shower:** completely clean all surfaces inside and outside of the bathtub/shower.
 - **Toilet:** completely clean all surfaces of the toilet, including inside and outside.
 - **Floors:** sweep, mop, and wipe down all floor surfaces.
- **Bedrooms**
 - **Walls:** wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling and sand to create a smooth surface,
 - **Trim and Misc:** Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
 - **Light Fixtures:** wash all light fixtures and replace burnt out light bulbs.
 - **Windows:** clean all windows, including tracks and window sills.
 - **Blinds:** dust and wipe down all blinds and replace any broken ones.
 - **Shelves:** wipe down all shelf surfaces.
 - **Floors:** sweep, mop, and wipe down all floor surfaces.
- **Closets**
 - **Walls:** wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling and sand to create a smooth surface,
 - **Trim and Misc:** Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
 - **Light Fixtures:** wash all light fixtures and replace burnt out light bulbs.
 - **Shelves:** wipe down all shelf surfaces.
 - **Floors:** sweep, mop, and wipe down all floor surfaces.
- **General Make-Ready**
 - Ensure all smoke detectors are accounted for and have working batteries.

- Replace any burnt out light bulbs with LED bulbs the same brightness
- Ensure all damages have been repaired.
- After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.
- When you have completed this list and done a final walk-thru, please leave your keys on the counter along with the forwarding address form

Thank you!

AV Rental Company

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