

**Move-Out Checklist**

1. \_\_\_\_\_ Please call 3-5 days prior to your move-out to schedule your inspection
2. \_\_\_\_\_ Apartment must be broom swept clean, mopped, and vacuumed
3. \_\_\_\_\_ All kitchen(s) and bathroom(s) must be completely clean
4. \_\_\_\_\_ All walls must be clean and unblemished in the same condition as before tenancy began  
(Unless Tenant has been given prior written permission from Landlord)
5. \_\_\_\_\_ Vacuum and clean any/all carpet(s)
6. \_\_\_\_\_ Clean all windows
7. \_\_\_\_\_ Remove all of your personal possessions and belongings.
8. \_\_\_\_\_ No trash shall be left behind; Do NOT leave garbage at the curb
9. \_\_\_\_\_ If applicable, all exterior areas shall be cleaned of debris and left clean
10. \_\_\_\_\_ If applicable, exterior lawn and landscaping shall be presentable
11. \_\_\_\_\_ Leave all kitchen appliances, window treatments, phone jacks, etc.
12. \_\_\_\_\_ All keys shall be returned at the inspection
13. \_\_\_\_\_ All light fixtures are to work properly with working light bulbs
14. \_\_\_\_\_ All electric is to work properly
15. \_\_\_\_\_ All plumbing is to be free of any leaks or blockages
16. \_\_\_\_\_ All heating is to be working properly
17. \_\_\_\_\_ All smoke alarm(s) and carbon monoxide alarm(s) shall be working properly
18. \_\_\_\_\_ Leave ALL utilities on until your move-out inspection has completed
19. \_\_\_\_\_ Make landlord aware of any damage or issues inside the rental unit
20. \_\_\_\_\_ All accounts must be settled with Landlord unless prior arrangements have been made.

All of the aforementioned items need to be done PRIOR to your move-out inspection so that you can RECEIVE YOUR FULL SECURITY DEPOSIT BACK (less any withholding from earlier or current tenancy). After assessment of residence, 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.

If additional money is needed to restore said home, Landlord will send Tenant a bill and/or file legal suit for said money in court. Your Security Deposit will be mailed within 30 days of your move-out inspection to the address you provide Landlord (if no new address is given, any remaining Security Deposit money will be mailed to the current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address). Please also note you will be charged the replace/repair cost(s) for items you leave in disarray including garbage overage.

Please remember to deliver your home in the same condition it was in prior to your tenancy. This will ensure YOU RECEIVE THE MOST MONEY POSSIBLE!

Thank you.

Tenant(s) \_\_\_\_\_ Date \_\_\_\_\_

Tenant(s) \_\_\_\_\_ Date \_\_\_\_\_