



# FOPM

## Move Out Checklist

In order to have your security deposit refunded all the requirements listed below must be met and the unit must be returned in the same condition as when you took possession.

1. Remove all personal belongings from the property, storage spaces, attics, garage, and exterior. If any personal belongings are left at the property, the tenant will be charged for removal.
  - a. Remove all debris and trash from the property. This includes no trash left at the curb. Any trash left after standard pick up (where provided) will be charged against the deposit.
2. If the property is occupied for less than 12 months, and the unit must be painted, the cost of painting will be deducted from the deposit. If the property is occupied for more than a 12-month period, normal “wear and tear” will be taken into consideration.
  - a. Normal “wear and tear” is to be determined by the Property Manager.
3. All carpets are to be professionally cleaned and a receipt will be provided to the Property Manager.
4. All baseboards are to be dusted and wiped clean of any dust, particles, and debris.
5. All walls must be dusted and left free of gauges and nail holes. Any holes from nails, picture hangers, hooks, or other hanging objects must be spackled, sanded, and painted to match.

- a. Any mismatched paint will be caused for painting of the room and charged against the deposit

## 6. Kitchen:

- a. Clean oven, clean/replace drip pans, stove top, overhead hood, and underneath stove
- b. Wipe out all cabinets and drawers
- c. Wipe out refrigerator and freezer, including racks, drawers, and under refrigerator.
- d. Mop vinyl/tile floors and clean around baseboards.
- e. Clean all light fixtures

## 7. Bathrooms:

- a. Clean all light fixtures
- b. Scrub sinks, tubs, and toilets to be free of stains
- c. Clean mirrors
- d. Wipe out drawers and cabinets
- e. Mop floors

8. Dust and clean all blinds and mini blinds.

9. Dust all windowsills and wipe clean all windows

10. Replace all burnt out lightbulbs

11. Replace HVAC filter and dust/wipe clean grate

12. Mow and edge grass

13. Trim back shrubs

14. Weed flower beds

The refunding of your Security Deposit is contingent upon the above listed items, provided a 30-day notice is given of intent to vacate and the terms of your lease has been fulfilled and no damage beyond normal wear and tear is found.