

SECURITY DEPOSIT MOVE OUT CHECKLIST

In an attempt to help you in your upcoming move, here is a printable Checklist to utilize while cleaning your home and preparing for the Final Walkthrough

- ☐ Remove all garbage and belongings – arrange for large trash pickup if needed (*charges vary from \$25.00 up*)
- ☐ Make sure Basement and Garage are swept out
- ☐ Clean Kitchen Sink, Faucet/Faucet Sprayer, and Countertops
- ☐ Clean or replace (if heavily corroded) Stove Drip Pans
- ☐ Clean Stove top, Oven (inside and out) and under Range Hood
- ☐ Clean Dishwasher inside and out (and sides of Dishwasher Door)
- ☐ Clean Refrigerator and Freezer inside and out (also make sure no items are left inside)
- ☐ Clean Microwave inside and out (replace burned out under-the-Microwave Bulbs)
- ☐ Wipe down outside of Kitchen Cabinets and Drawers; vacuum out inside Cabinets and Drawers if crumbs/debris are present
- ☐ Clean inside and outside of Washer and Dryer if present
- ☐ Clean all Bathroom fixtures including; Faucets, Sinks, Mirrors, Countertops, Showers, and Toilets. Replace toilet seats if stained (*Toilet Seat replacement is \$20.00 each*)
- ☐ Clear all Sink Drains with a Drain Snake to remove hair or debris (DO NOT USE DRAIN O OR OTHER 'CLOG REMOVER' CHEMICALS) (*unclogging of drains vary from \$65.00 up*)
- ☐ Wipe down bathroom Vanity fronts and sides; Vacuum out drawers and inside cabinets
- ☐ Dust all Ceiling Fans, Bathroom Exhaust Fans, and Air Vents. Use a gentle multipurpose cleaner for any buildup that cannot be easily dusted off
- ☐ Dust all Windowsills, Baseboards, and Interior Doors. Use a gentle multipurpose cleaner for any buildup that cannot be easily dusted off
- ☐ Knock down cobwebs from walls/ceilings.
- ☐ Clean dirt off walls if present; DO NOT USE MAGIC ERASER (This product may cause damage to the paint which will result in the walls need to be repainted at your expense.)
- ☐ Sweep, Mop, Vacuum all Floors throughout entire Unit
- ☐ Clean Carpets – Your Lease requires any Carpet to be Commercially Cleaned. If pets have been present in the unit, Pet Treatment is required. A Carpet cleaning Receipt will need to be provided to our Office along with your Keys. (RUG DOCTORS OR RENTABLE MACHINES ARE NOT ACCEPTABLE.)
- ☐ Clean blinds if present or replace if broken. If installed Blinds are removed, they will leave damage to the wall and will require both repair and Paint which will result in charges to the tenant. *Replacement blinds start at \$75.00. removal of broken blinds is \$30.00 each*)
- ☐ Make sure all electrical outlet/switch covers are present, clean, and/or replaced if damaged (*covers are \$10.00 each*)
- ☐ Make sure all Window Screens are present and not damaged (*replacement of window screen is \$75.00 each*)
- ☐ Make sure no Doors are broken (*replacement starts at \$150.00 each, repairs start at \$50.00 each*)
- ☐ Make sure all Doorstops with tips are present and installed (*charges are \$5.00 each*)
- ☐ Make sure all Light Bulbs are working and match or are the proper bulb for the applicable fixture (*charges vary from \$7.00 each and up*)
- ☐ Replace HVAC Filter (*charge of \$25.00 to replace*)
- ☐ Replace Fridge Water Filter (*charge of \$50.00 each*)
- ☐ Replace Smoke Detector Batteries (*charge of \$15.00 each*)
- ☐ Replace Thermostat Battery (*charge of \$15.00*)
- ☐ Make sure Lawn and Landscaping are trimmed and not damaged (*charges vary from \$75.00 up*)
- ☐ Clean up all Pet Waste (*charges start at \$100.00*)
- ☐ Clean trash from Egress Windows, Front Lawn, and Back Yard (*charges vary from \$25.00 - \$250.00 each*)
- ☐ Gather and return all Keys and Garage Door Opener Remotes. (*rekey \$75.00 each door, replacement key \$25.00 each, replace garage door remote \$75.00 each*)

Please remember we suggest that you DO NOT spackle or mud any holes. If small finishing nail sized holes are present and can be reused by another tenant, they may not require paint. If you fill any holes, we are guaranteed to have to paint and you will be charged. (charges range from \$75.00 up)