



## **Move-Out Checklist**

*(non-occupied residence)*

***To be completed by us at walk-through***

### **Kitchen**

- ☐ Utilize self-clean oven feature (if applicable)
- ☐ Remove cobwebs from ceilings
- ☐ Dust any light fixtures/fans OR\*
- ☐ Use damp cloth on light fixtures/fans\*
- ☐ Clean tops of cabinets
- ☐ Vacuum/wipe inside cabinets, drawers
- ☐ Scrub exterior of cabinets, drawers, knobs
- ☐ Clean backsplash, beneath cabinets, kickboard
- ☐ Pull out fridge, clean walls, floor, all sides/top of fridge
- ☐ Wash drawers/shelves from frig/freezer in hot, soapy water
- ☐ Wipe inside fridge/freezer
- ☐ Clean inside/out microwave
- ☐ Remove hood filters (soak if applicable)
- ☐ Degrease/polish underneath hood
- ☐ Pull oven out (electric only), clean walls, floor, all sides of oven
- ☐ Scrub interior oven walls, racks
- ☐ Scrub/polish stovetop
- ☐ Soak stove knobs in hot soapy water
- ☐ Soak gas stove grates/burner caps (if gas)
- ☐ Polish stovetop

### **Kitchen (continued)**

- ☐ Vacuum/wipe out oven drawer
- ☐ Clean pantry
- ☐ Wipe window frames
- ☐ Wipe windowsills (see separate category below for cleaning window glass, screens and blinds)
- ☐ Wipe doors, panels, frames
- ☐ Clean baseboards/quarter round (vinegar solution if needed)
- ☐ Wipe all counter surfaces
- ☐ Scrub/polish faucets, sink
- ☐ Polish all stainless-steel appliances
- ☐ Vacuum/mop (mopping solution dependent on floor type)

***\*Our limit for ceiling fans/lights is 9 feet***

### **Bathrooms**

- ☐ Remove cobwebs from ceilings
- ☐ Dust light fixtures, remove globes if deeper clean is needed
- ☐ Clean out ceiling vents/fans
- ☐ Wipe windowsills, ledges/shelving
- ☐ Polish mirror(s)
- ☐ Scrub/polish sink, faucets
- ☐ Wipe inside vanity, scrub doors/knobs
- ☐ Wipe all exterior surfaces of toilet
- ☐ Scrub toilet bowl, using pumice stone for hard water film deposits
- ☐ Wipe top of shower ledge, scrub/polish shower, fixtures
- ☐ Scrub shower doors with dawn solution/nonabrasive sponge (for hard water deposits/soap scum buildup)
- ☐ Finish shower doors with Windex
- ☐ Scrub tub, ledges, fixtures
- ☐ Wipe window frames
- ☐
- ☐

### Bathrooms (Continued)

- ☐ Wipe window sills (see separate category below for cleaning window glass/screens/blinds)
- ☐ Wipe doors, panels, frames
- ☐ Clean baseboards/quarter round (vinegar solution if needed)
- ☐ Vacuum, wash floor on hands and knees

### Living, Dining, Bedrooms, Offices, Frogs

- ☐ Remove cobwebs from ceilings/walls
- ☐ Wipe window frames
- ☐ Wipe window sills (see separate category below for cleaning window glass)
- ☐ Wipe doors, panels, frames
- ☐ Clean baseboards/quarter round (vinegar solution if needed)
- ☐ Spot clean walls, including scuff marks (closets excluded)
- ☐ Clean closets (racks, shelves, baseboards, vacuum)
- ☐ Vacuum all floors (using crevice tool around exterior if wall-to-wall carpet)
- ☐ Vacuum stairs
- ☐ Mop all non-carpeted floors (mopping solution dependent on floor type)

### Blinds/Windows/Screens/Ceiling Fans

*Note: Blinds can be very time consuming if each slat needs to be individually cleaned with a damp cloth. The blind type and level of soil will determine if this will be necessary.*

**I**=Inside window glass **O**=Outside window glass  
**S**=Screens **B**=Blinds **F**=Fan

Kitchen \_\_\_\_\_

Dining Room \_\_\_\_\_

Living Room \_\_\_\_\_

Office \_\_\_\_\_

### Windows/blinds/fans (continued)

**Bedrooms** 1 \_\_\_\_\_

2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_

6 \_\_\_\_\_ 7 \_\_\_\_\_

**Bathrooms** 1 \_\_\_\_\_

2 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 5 \_\_\_\_\_

6 \_\_\_\_\_

**Frog** \_\_\_\_\_

**Other** \_\_\_\_\_

### Decks, Patios, Porches, Garage, etc.

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