

Tenant Move-Out Check List

- ___ **Carpets professionally cleaned** (keep receipt). Vacuum before the cleaning.
- ___ **Mop all floors and sweep outdoor areas.**
- ___ **Clean all:** ceiling fan blades, miniblinds, window ledges, doors, wall marks, and baseboards with a mild soap or disinfectant. Baby wipes/hand wipes work very well for this.
- ___ **Empty and clean refrigerator/freezer.** Defrost the day before. Use 50/50 bleach solution around door seals if mildewed. Use a mild cleaner on the inside. Clean grill along the bottom. Leave the doors slightly open if the power will be off early to prevent mildew.
- ___ **Clean the oven, stove, and microwave.** All char and grease should be removed from inside and outside. If burner trays cannot be cleaned, then replace them.
- ___ **Clean the dishwasher** whether you used it or not. The night before, spray any mildew around the seals with diluted bleach and scrub the next day. Run the dishwasher on rinse cycle one last time (wipe out large pieces first). Spray with a little diluted bleach if there is still a smell.
- ___ **Empty cabinets** and wipe out crumbs and spills.
- ___ **Fully clean and disinfect bathrooms.** Clean everything including the inside and outside of the toilet. The day before, spray a little diluted bleach or mildew remover on tile grout, under the toilet rim, and around the base of faucets. The next day, you should be able to scrub mildew off with an old toothbrush. Remove shower curtains. If you leave hair behind, no one will think that you cleaned.
- ___ **Sweep and remove lint from all laundry rooms and outdoor storage closets.** If you rented our washer/dryer, clean the lint screen. Do not leave things in closets as presents to the new tenants unless they give you permission. Most people consider items that are left behind as junk and complain.
- ___ **Clean all trash out of yard/patio areas.**
- ___ **Mow the yard** one last time and weed flower beds.
- ___ **Replace the air filter** if it is more than a month old.
- ___ **Clean the kitchen sink** last as this is probably where you will rinse out sponges until the end. Pour diluted bleach down the garbage disposal to cut the smells and get rid of any slime.
- ___ **Do not leave cars/motorcycles etc behind** in parking areas or yards. They won't be there when you return.
- ___ **Forward your mail.** Do not bother the new tenants.
- ___ **Finish no later than 5pm on the last day of your lease.** Leave extra keys and garage door openers on the counter unless told to bring them to the office. Those with electronic pool passes or keys to community pools, clubhouses, and weight rooms must return those too.

If you will be done a day or more early, please call and your move-out walk through will get priority. Due to the high volume of tenants moving out at the last minute, it is nearly impossible for us to do the walk-out inspection at a set time with you. Call and let us know when you have less than 1 hour of cleaning left, so we know to send someone to look at it. We may not be able to look your cleaning until very late at night or early the next morning. Realize that the new tenants might find what we missed upon move-in. Make sure we have your new address.

*Tenants moving out a few days before the end of the lease may be able to get their deposits back earlier.

*Tenants that qualify to get a full refund of security deposit will be a priority.

*Florida Law states that we have 30 days from the end of the lease to notify tenants of a claim on their security deposit. Any remaining security deposit from the claim will be returned after the 30 days.

Sample of the Most Common Move-out Charges

The following prices vary depending on the vendor we use, the size of your unit, or the degree of damage. Repair persons are not on our staff and charge us according to the going rate in town.

- Carpet cleaning: \$200-\$350 and up, \$100+ extra for vacuuming, \$150+ extra for pet stains or odors.
- Professional Cleaning service: Low level cleaning \$250, moderate or small unit \$350, heavy or large unit \$500+
- Trash removal: \$150 and up
- Window glass or door glass: \$100 maintenance charge plus cost of materials, per window. More if the window frame is broken.
- Miniblinds: \$75 maintenance charge plus cost of supplies, per window.
- Smoke detectors broken or missing: \$75+ maintenance charge plus cost of detectors.
- Doors: \$150 and up maintenance charge plus cost of door.
- Door frames: \$100 maintenance charge for repair, \$200 maintenance for replacement, plus cost of supplies.
- Screen: \$75 and up maintenance charge plus cost of screen. Porch screening costs more.
- Ceiling fans: \$125 and up maintenance charge, plus cost of fan replacement.
- Light cover/dome: \$50 maintenance charge plus cost of replacement cover.
- Professional cleaning of air conditioner coils: \$200-\$350 and up
- Small hole in wall or door (fist size): \$150 and up maintenance charge, plus supplies. Painting will cost more.
- Large holes that require new sheet rock: \$200+ maintenance charge plus supplies.
- Clogged toilet or drain where we remove items that are not supposed to be there such as toys, tampons, condoms, Q-tips, paper towels, wipes, etc: minimum \$75 maintenance charge, up to the entire cost of the repair. Camera charges to inspect the line start at \$300 and up.