

IN	MGR	OUT	MGR	MOVE IN/OUT CHECKLIST UNIT
				BUILDING _____ UNIT _____
				Unit must be completely free of trash and all dust including closets and cabinets.
				All window coverings must be straightened, washed, cleaned and dusted or replaced.
				All bathrooms and kitchen must be cleaned including behind toilets.
				Deck and garage (including walls) must be swept and free from debris and trash.
				All doorstoppers must work with no damage. Install if missing.
				Appliances must be thoroughly cleaned and sanitized. Oven self-clean mode.
				Light and plug switches must be replaced if cracked or stained.
				At least 60-watt bulbs in all fixtures in working order if not LED.
				Bath lights at 60 watts and all the same style bulb in place.
				Any painted walls must be consistent with no evidence of patches.
				You must vacuum thoroughly. Carpets to be cleaned by Fixxii Property Management.
				All locks and doorknobs must be in excellent working order.
				All windows per room must work and blinds must be left down and in the open position.
				All light covers must be cleaned.
				Ceiling fan blades must be cleaned and dusted, both sides.
				The top of the refrigerator and stove must be spotless.
				No stains should remain in the refrigerator or on porcelain in the bath rooms.
				Baseboards must be cleaned and free of dirt and dust.
				All drawers must be in good working order.
				Check all keys and notify landlord if any do not work. Leave on counter (Move out).
				All bugs must be removed and cleaned from the unit.
				All tile floors need to be mopped, waxed, and cleaned, including underneath cabinets.
				Sinks to be cleaned (bleached if necessary).
				Garbage disposal tested and free from blockage.
				All mirrors and windows and sills should be cleaned inside and out. Including screens.
				All trash is to be removed.
				All personal belongings are to be removed.
				Open all sink cabinets, and clean out all areas below.
				Clean doors and door frames around them, including fingerprints, dust, etc.
				Check the working condition of the stove top and cleaned.
				Check the working condition of the oven and cleaned in self-clean mode.
				Check the working condition of the refrigerator & freezer and cleaned.
				Trash cans should have no trash. All debris must be removed.
				Check the working condition of all sinks for leaks.
				Check the working condition of all windows and locks.
				Called the utility companies and set up or cancel utilities.
				If unit is not ready on move out inspection there will be a \$50.00 fee.
				UTILITY COMPANIES
				IDAHO POWER (208) 388-2323
				INTERMOUNTAIN GAS (208) 377-6840
				SUPERIOR SATELLITE/INTERNET (208) 426-9800