



## PEAK PROPERTY MANAGEMENT

418 S. 9<sup>th</sup> Ave

Caldwell, ID 83605

208-495-5255

[office@peakpmidaho.com](mailto:office@peakpmidaho.com)

[www.peakpmidaho.com](http://www.peakpmidaho.com)

### TENANT MOVE OUT INSTRUCTIONS

These are the instructions for proper move out. We know you will have a lot to keep track of during this transition. We hope this will make cleaning requirements more clear and organized for you. If you do have any questions, please call us at 208-495-5255, or send us an email.

An inspection will be done only after all your personal property has been removed and you have indicated you are finished in the property. If you would like to be present at the inspection, please contact the office to schedule a time. It is not required that you be present. The keys and garage openers must be returned to the property manager at the time of inspection. You will not be able to re-enter the property after all keys have been turned in to the office.

**Please fill out the Security Deposit Refund Form** so we can send your deposit and final ledger statement. If this is not filled out, your deposit cannot be sent to you. ***If we do not receive a forwarding address for you, your final statement will be mailed to your last known mailing address (the address you are currently vacating).*** This may affect when you receive your final statement and any deposit refunds. If we are waiting for invoices related to your move out, we will notify you of any delay in your final statement before the end of the 30-day period.

**We will not discuss your security deposit, cleaning or repair items at time of inspection.**

If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease. However, we will do our best to try and lease the property quickly.

\*Please note- if you hire a company to clean your home this does NOT guarantee the home to 'rent ready clean' per our standards. If we need our vendors to do any additional cleaning, you will be charged for our services.

\*PPM will arrange for carpets to be cleaned, and the cost will be deducted from your security deposit.

**\*PLEASE LEAVE ALL UTILITIES ON!!! UTILITIES WILL BE REQUIRED FOR PPM TO CONDUCT AN EFFECTIVE MOVE-OUT INSPECTION.** Remember to deactivate your service account only after the inspection. **You as the tenant must contact the utilities to let them know you are ending service under your name at that address. We cannot do that on your behalf. DO NOT "TURN OFF" THE UTILITIES.** Simply tell them you want to "End service in your name" after the end of the day of the inspection. (When you end service, the utilities remain on and are transferred to an existing PPM service account).



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### CLEANING CHECKLIST

#### **Every Room**

- ☐ Remove all trash and personal belongings from house, yard, garage, and out buildings.
- ☐ Remove all nails, tacks, and picture hangars from walls and fill holes. **Do not do touch up painting.**
- ☐ Clean walls – remove grease, marker/crayon, spills/splatter, scuff marks.
- ☐ Clean doors, doorframes, doorknobs, and baseboards.
- ☐ Clean outlet covers and light switches.
- ☐ Clean all light fixtures – take down covers and clean.
- ☐ Replace all burned out light bulbs.
- ☐ Replace all smoke alarm batteries.
- ☐ Replace HVAC filter and clean all vents.
- ☐ Wipe down ceiling fans to remove dust buildup – especially fan blades.
- ☐ Remove cobwebs – around light fixtures, ceilings, corners, walls, windows & blinds, etc.
- ☐ Clean all windows, frames, screens, and window tracks – including sliding doors.
- ☐ Wipe down all blinds & vertical blinds.
- ☐ Closets, cabinets & drawers – remove any peeling shelf paper. Clean all debris from inside. Wipe down fronts of cabinets and drawers to remove grease and buildup.
- ☐ Floors – vacuum all carpeted areas, especially along baseboards. Sweep and mop all vinyl, tiled, and/or hardwood floors, paying close attention to corners.
- ☐ Washer & dryer – pull appliances out and clean underneath and around them. Wipe down inside of washer. Empty dryer lint catcher
- ☐ Clean all outside doors and threshold.

#### **Kitchen**

- ☐ Stove – clean inside oven (including racks) and remove all cleaner residue. Clean drip pans. Clean hood & filter. Clean all knobs. Pull stove out to clean all sides and underneath stove.
- ☐ Refrigerator – remove all food from fridge and freezer. Clean all shelves and racks. Clean gaskets on doors. Pull refrigerator out to clean all sides and underneath. Clean handles.
- ☐ Dishwasher – Clean all debris from inside, clean gasket around door. Run dishwasher on a full cycle with one cup of vinegar on the top shelf, or commercial dishwasher specific cleaner.
- ☐ Cabinets & Drawers – remove all items, clean all debris from cabinets & drawers. Wipe down inside & outside of all cabinets & drawers.
- ☐ Counters – clean all counters thoroughly. Do not use abrasive cleaners or steel wool.
- ☐ Sink – Clean inside of sink and all strainer baskets. Clean fixtures. Run garbage disposal with hot water and one cup of bleach to clean it.
- ☐ Sweep and mop floors.

#### **Bathroom**

- ☐ Tub/Shower – using non-abrasive cleaners, scrub shower-surround and tub free of soap scum and mildew (Tilex works great). Wipe down outside of tub.
- ☐ Toilet – clean and disinfect toilet bowl. Wipe down base, seat, top, and sides. Scrub behind toilet.
- ☐ Clean mirrors
- ☐ Clean all cabinets and drawers inside and out.
- ☐ Scrub sink and polish fixtures.
- ☐ Wipe down counters & clean all towel bars/rings, toilet paper holders, and other bathroom fixtures.
- ☐ Sweep and mop floor.

#### **Yard/Outside**

- ☐ If you are responsible for lawn care: mow, trim and remove debris from yard.
- ☐ Fill in all holes from pets and remove all pet waste from the yard.
- ☐ Sweep patio, walkway and garage. Remove any oil spots from garage and driveway.
- ☐ Make arrangements to have your trash picked up before you stop service in your name.



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***All tenants must sign and date***