

100 West Sycamore Move-Out Checklist



Cleaning Checklist

Living Areas, Bedrooms, Halls, and Stairways

- Clean floors and trim work
- Clean windows and sills
- Clean out closets
- Vacuum carpets and floors
- Clean walls where necessary
- Professionally clean carpets if necessary

Kitchen

- Clean out refrigerator and freezer
- Defrost freezer
- Clean microwave
- Clean dishwasher
- Clean stove top and oven
- Clean sink and fixtures
- Clean floors
- Wipe down walls, doors, and trim work

Bathrooms

- Clean toilet inside and out
- Clean vanity, sink, and mirror
- Empty vanity drawers and under-sink area
- Clean and empty medicine cabinet
- Scrub shower/tub area including walls
- Wipe down walls, doors, and trim work

General

- Remove all trash from the property
- Remove all furniture and all fixtures not provided by landlord
- Set full trash cans at the curb

Keys

- Lock all doors
- Leave all keys on the kitchen counter, and hold one front door key to put in the outside lockbox
- Place one front door key in the outside lockbox. Close the box, and scramble the code to lock it.

Utilities Checklist

- Cancel Electric (*Duke Energy: 800-544-6900*) ([Cancel Electric Service Link](#))
- Cancel Gas (*Glenwood Energy: 513-523-2555*) ([Cancel Gas Service Link](#))
- Cancel Trash, Sewer, & Water (*City of Oxford: 513-524-5221*) ([Service Termination Form](#))
- Cancel Internet / Cable

You are responsible for disconnecting **ALL** the utilities that you pay. We cannot have them turned off for you. You must contact each utility company to inform them that you are vacating the premises, or you will continue to be billed and will be responsible for making the payments. We are not responsible for any unpaid utility bills or bills incurred for failure to disconnect.

US Mail

- Each TENANT files change of address notice with Oxford post office

Deposit Return

If deductions from the security deposit are necessary, the TENANT will receive, within (30) days after the expiration of this Agreement and delivery of possession to the LANDLORD, an itemized statement outlining the deductions. The security deposit will be refunded in the form of a check, mailed to the forwarding address provided in TENANT's signed Agreement, and made payable to the TENANT signing the Agreement.

THANK YOU for being our tenant. We wish you all the best for your future!