

MOVE-OUT PREPARATION CHECKLIST

Thank you for your stay! Below you will find a list of commonly missed cleaning items. This list also contains estimated prices for general cleaning, cleaning of carpets, painting and maintenance. We want you to be aware of what the inspector will be looking for during your scheduled move-out appointment.

Please review this checklist to fully prepare for your appointment and avoid unnecessary charges. Please remember all of these things were completed prior to your move-in, therefore we want to make sure the new tenants experience the same conditions. **lace your bedroom key/front door key/key fobs in the envelope provided to you.**

NOTE: THIS LIST IS GENERALLY COMPLETE, BUT NOT TOTALLY INCLUSIVE USE THIS AS A CHECKLIST WHEN CLEANING.

Kitchen:

- Failure to clean stove/oven will result in – **Heavy Cleaning Charge**
- Clean inside and outside of oven
- Clean top and underneath stovetop
- Clean top and underneath range hood
- Clean broiler drawer, pantry, and bar stools
- Clean all ceiling fans and light fixtures
- Clean inside and outside of refrigerator
- Clean inside and outside of microwave
- Clean inside and outside of all cabinets
- Clean inside and outside of dishwasher
- Clean and wipe down all counter tops
- Clean all light switches and outlet covers
- Clean and mop floor

Bathroom:

- Failure to clean shower/tub will result in - **Heavy Cleaning Charge**
- Clean inside and outside of shower/tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside and outside of vanity drawers/cabinets
- Clean countertop and faucets
- Shine all chrome (towel bars, faucets, toilet paper holders, etc...)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

Laundry Room:

- Clean inside and outside of washer
- Clean inside and outside of dryer
- Clean lint trap inside of dryer
- Clean behind appliances...be sure not to remove or disconnect any cords
- Clean all light fixtures, shelving, and baseboards
- Clean all light switch and outlet covers
- Clean and mop floor

Living Room:

- Clean all ceiling fans, light fixtures and light switches/outlet covers

- Clean all furniture, lift cushions and vacuum underneath
- Wipe down all windows, sills, frames and track (remove any stickers, tape, etc.)
- Wipe down all baseboards/If there are stairs vacuum and wipe down handrails
- Clean and mop floors
- Wipe down television (DO NOT SPRAY CLEANER ON TV SCREENS)

Entry ways:

- Clean all doors (front and back) make sure to do the inside and outside of the doors
- Mop and edge (bend down and scrub the perimeter)

Bedrooms:

- Clean all ceiling fans and light fixtures
- Clean and wipe down inside and outside of desk
- Clean and wipe down inside and outside of dresser
- Clean all windows (glass, sills, and frames)
- Clean all closets and shelving
- Shampoo Carpet (Provide receipt if rental machine is used to do so)

Furnace room (if applicable):

- Remove cob webs, vacuum, wipe down door

End of clean checklist:

- All blinds should be in the down position; all dusty or stained mini-blinds will be replaced
- Ensure all windows and doors are locked and secure
- All lights and ceiling fans turned off
- Make sure the A/C is turned off
- Check to ensure all appliances are turned off (stove burners especially)

THE **woods**
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