



## MOVE -OUT POLICIES & PROCEDURES

- ❖ Please call 3-5 days prior to your move-out to schedule your inspection.
- ❖ Remove all personal belongings from the property prior to the date of the move out inspection
- ❖ Leave all utilities on until the move out inspection has been completed and you've received confirmation to turn them off.
- ❖ Leave all kitchen appliances, window coverings, and anything that was on the property at the time of move-in.
- ❖ You are ultimately responsible for any damage or issues inside/outside the rental property unless a request for repair has been submitted prior to the inspection.
- ❖ Return all keys, key fobs, and garage door openers to the landlord at the time of your move-out inspection.
- ❖ Please allow up to 30-day return allowance for any security deposit return.
- ❖ Deep cleaning the property & professionally shampooing any carpets is a MUST. Otherwise, the cost to complete said cleaning will be deducted from your security deposit.
- ❖ Please be sure to follow the cleaning expectations below:

### CLEANING EXPECTATIONS

- ❖ Deep cleaning the property and having any/all carpets professionally cleaned is a MUST. Otherwise, the cost to complete the following cleaning expectations will be deducted from your security deposit.
- ❖ Any painting will need to be returned to the original color.

### KITCHEN/DINNING:

- ☐ Clean all surfaces, blinds, window sills, lock ledges, cabinets, doors, baseboards, cupboards, ensuring there are no marks, stains, etc.
- ☐ Clean walls & floors under/around all appliances.
- ☐ Clean oven glass inside and out, removing any marks or spatters.
- ☐ Clean/disinfect inside & outside of oven, top of range, dishwasher, microwave, refrigerator, etc.
- ☐ Clean the range hood body, remove and clean the filter.
- ☐ Remove dust and greasy build up on exhaust fans.
- ☐ Clean/disinfect counter tops, door knobs, switch plates, etc.
- ☐ Clean sinks, drains, and plugs.
- ☐ Clean and dust any door frames, shelving, pantry, etc.
- ☐ Dust/clean baseboards, door panels, blinds, window sills, lock ledges window tracks, and glass inside/outside.



- ☐ Vacuum/mop flooring.
- ☐ Clean overhead light fixtures/ceiling fans.
- ☐ Wipe down the ceiling fans and central air vents.
- ☐ Replace any lightbulbs, batteries, and filters.
- ☐ All plumbing is to be free of any blockages.

#### BATHROOMS:

- ☐ Clean and disinfect the toilet, bath, and sink surfaces.
- ☐ Clean any shower doors and remove any hard water deposits.
- ☐ Ensure no hair or soap build up remains in shower or bath drains.
- ☐ Remove built up soap scum and any signs of mold on tiles and shower doors/walls.
- ☐ Bleach clean shower curtain and replace if required.
- ☐ Ensure towel racks are clean.
- ☐ Clean all mirrors and make sure they are spot-free.
- ☐ Shine fixtures.
- ☐ Ensure baseboards, walls, floors, mirrors, windows, window tracks, cupboards, and drawers are cleaned thoroughly.
- ☐ Replace any lightbulbs, batteries, and filters.
- ☐ Vacuum/mop flooring.
- ☐ All plumbing is to be free of any blockages.

#### LIVING AREA/BEDROOMS/HALLWAYS/STAIRWELLS:

- ☐ Ensure baseboards, walls, floors, mirrors, windows, window tracks, cupboards, and drawers are cleaned thoroughly.
- ☐ Replace any lightbulbs, batteries, and HVAC filters.
- ☐ Vacuum/mop hard flooring.

#### LAUNDRY CLEANING:

- ☐ Clean washer/dryer tops, front, sides, inside and underneath.
- ☐ Remove lint from the dryer.
- ☐ Clean behind and around laundry tub.
- ☐ Wipe over window sill, counter tops and cabinets.
- ☐ Clean light fixture.
- ☐ Ensure baseboards, walls, floors, mirrors, windows, window tracks, cupboards, and drawers are cleaned thoroughly.



- ☐ Replace any lightbulbs/batteries.
- ☐ All plumbing is to be free of any blockages.
- ☐ Vacuum/mop flooring.

#### LAWN/GARDEN/PATIO/DECKING:

- ☐ Ensure the lawn is freshly mowed.
- ☐ Edges are trimmed.
- ☐ Ensure all weeds have been removed.
- ☐ Bushes/trees are trimmed.
- ☐ Clean and sweep front porch, patio, deck, etc.
- ☐ Clean/dust outside lights by the front door, back door, patios, etc.
- ☐ Replace any lightbulbs/batteries.

#### GARAGE/DRIVEWAY/CARPORT:

- ☐ Remove any oil drips from garage floor, path and/or driveway, etc.
- ☐ Clean and sweep the garage area.
- ☐ Clean the cabinets, window ledges.
- ☐ Remove all cobwebs.
- ☐ Sweep and hose down.
- ☐ Clean out any storage areas.
- ☐ Replace any lightbulbs/batteries.

#### GARBAGE/ITEM REMOVAL:

- ☐ Ensure all trash has been placed in trash bins and/or removed from the property.
- ☐ Ensure that you remove all personal belongings/furniture/items.
- ☐ If vacating prior to the next garbage collection, ensure the bins are placed road-side for the next collection.

#### CLEANING AFTER PETS:

- ☐ Ensure all pet mess is removed from lawns.
- ☐ Remove any pet toys and debris from the yard
- ☐ Ensure hair is removed from all areas inside/outside the property.
- ☐ Ensure yard is returned to its original condition, and that there are no holes left.
- ☐ Fence pickets must be replaced if missing or chewed.



All Tenants do hereby agree to abide by these move-out policies and procedures above:

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Tenant Signature

Date

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Tenant Signature

Date

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Tenant Signature

Date

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Tenant Signature

Date