

Tenant Vacating Reminders

We understand that the last few weeks before you move out may be exceptionally busy, however, we do request that you attend to a number of small but important details:

- 1) Provide minimum notice per the lease agreement
- 2) If vacating in the winter, set the thermostats at 60 degrees to prevent pipes from freezing
- 3) Send the property manager or owner your forwarding address
- 4) Ensure all utilities remain on and in your name until the final day of your lease unless otherwise authorized.

Please remember the unit is expected to be returned in the same condition as when you moved in. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items, we can refer professionals for you to contact.

ENTIRE DWELLING

- 1) Remove all of your belongings
- 2) Repair any minor damage you caused. If substantial, hire a professional to make the repairs.
- 3) Remove all garbage and clean the trash receptacles.
- 4) All trash must be removed from the premises.
- 5) Smoke alarms must be operational. Replace batteries as necessary.
- 6) Clean fireplace, hearth and mantle. Remove ashes and debris.
- 7) Repair pet damage and treat for pests
- 8) All plumbing is to be free of any blockages
- 9) All dead pests must be removed. Flea bomb if you've had a pet. All pet odors must be removed.
- 10) Leave ALL utilities on until your move-out inspection has completed.

WINDOW, GLASS AND PATIO DOORS

- 1) Clean all window and door channels and frames thoroughly. Pay attention to the corners.
- 2) Clean door screens and tracks.
- 3) Clean all interior and exterior window panes and glass doors and leave free of streaks and dirt.
- 4) Clean all mini and vertical blinds one by one. Clean all window sills and curtain rods. Clean all drapes and valances.
- 5) Replace broken or missing window panes and screens.
- 6) Replace all damaged or broken window coverings.

FLOORS

- 1) All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned, mopped and free of dirt and grime.
- 2) DO NOT use bleach or ammonia based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use damp mop when mopping these types of floors.
- 3) Vacuum all carpeting and remove any stains. Professionally clean if necessary.

DOORS

- 1) Clean front door, inside and out.
- 2) Both sides of all doors including closets must be cleaned and free of any grease, grime, markings, scuffs, and hairspray residue.

LIGHT FIXTURES / CEILING FANS

- 1) Remove all globes, fixtures, etc. and clean both sides. Replace broken globes.
- 2) Ensure that each fixture has the correct type of bulb in it, i.e. inset lights have flood light bulbs, dimming switches have dimmable bulbs, etc. Be sure to use the correct wattage and ensure all lights are operations.
- 3) Clean ceiling fan blades (both sides) as well as the mount on all fans
- 4) Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.

WALLS / CEILINGS

- 1) Wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold or grime. All markings (crayon, furniture, etc.) must be removed as well.
- 2) Remove all nails, screws, staples, etc. you used to hang anything but do not patch or spot paint as this may result in a need to repaint the entire wall or room if the color does not match.
- 3) Any holes larger than a nail hole and any other damage to the walls must be repaired professionally.
- 4) Vacuum top of all baseboards.
- 5) Baseboards should be wiped clean of dust and pet hair
- 6) Remove any dust from ceilings
- 7) Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- 8) Check/clean or replace any cracked or missing phone or TV wall plates

HV/AC Units and Vents

- 1) Remove all vents and clean any dust and pet hair from heating vents and AC vents.
- 2) Clean floors surrounding vents
- 3) Vacuum intake area under HVAC unit if applicable
- 4) Replace particulate filter

FURNACE / WATER HEATER

- 1) Wipe exterior portions of furnace and water heater. DO NOT DISMANTLE ANY PARTS.
- 2) Clean furnace cold air return vents and install new filter
- 3) If furnace/heater closet is accessible, remove cobwebs from ceiling and walls and vacuum or sweep and mop floor.

KITCHEN

STOVE / RANGE / RANGE HOOD / BOTTOM OF MICRO HOOD

- 1) Range Hood / Bottom of Stove must be cleaned thoroughly. The entire surface area, including the eyes and underneath the eyes, the vent hood, the oven and storage area should be clean and free of grease. The drip pans should be replaced.
- 2) All exhaust fans and vent covers should be in working order
- 3) Clean exhaust fan vent filter and light. The filter in the vent hood should be removed, washed, dried and put back in place.
- 4) Scrub all rims, ridges and underside of stove hood to remove all grease splatter and grime
- 5) Clean stove top range hood
- 6) Clean all metal parts of burners, including the prongs of electric cooking elements
- 7) Clean or replace stove burner drip pans so they look new
- 8) Remove lower drawer and clean under stove
- 9) Clean control knobs. Any broken stove knobs must be replaced.
- 10) Wash and dry outside of stove

OVEN

- 1) Clean inside oven, oven racks (both sides), broiler pan, and drawers. Soak in hot water to clean, dry well.
- 2) Clean top and bottom edges of oven door.
- 3) Remove all oven cleaner residue or self-cleaner ash from interior of oven
- 4) Clean under elements
- 5) Pull freestanding electric ranges away from wall to clean the floor, wall and sides of range
- 6) DO NOT ATTEMPT TO PULL GAS RANGES AWAY FROM THE WALL. Clean floor under gas ranges by removing drawer.

DISHWASHER

- 1) Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film
- 2) Clean inside and out of dishwasher. It should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

REFRIGERATOR

- 1) Remove all food from refrigerator
- 2) Unplug refrigerator while cleaning
- 3) Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- 4) Clean both sides of shelves
- 5) Clean butter, vegetable, meat and dairy storage compartments. Everything should be clean free of mildew, dirt and grime
- 6) Freezer must be defrosted and cleaned
- 7) Remove and clean kick plate and vacuum out of coils
- 8) Remove, empty and clean drain pan
- 9) Clean folds in and underneath rubber seals on doors
- 10) Pull refrigerator away from wall and clean all exterior portions including top
- 11) While appliance is pulled out, clean walls, sides of cabinets and sweep and mop floors thoroughly
- 12) Vacuum and wipe power cord and coils on back and/or underside of refrigerator
- 13) After refrigerator has been thoroughly cleaned and dried, reconnect cord and set control to low temperature

CABINETS AND DRAWERS

- 1) Shelves, drawers, turntables, and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt dust and hair.
- 2) Clean both sides of cabinet doors and drawer faces to remove grease specs, fingerprints, dried-on foods, etc.
- 3) Wash cupboards inside and out
- 4) Wipe out drawers with damp rag
- 5) Clean and disinfect all countertops

SINK AND SURROUNDING AREAS

- 1) Garbage disposal, if available, should be in proper working order and free of garbage. With cold water running into the drain, turn garbage disposal on to flush. Remove any leftover food or other items in disposal. Run baking soda through the disposal. Remove black rubber gasket and clean thoroughly. Clean opening before replacing gasket.
- 2) Clean sink, drain, chrome fixtures and pipes under sink.

- 3) Clean and shine up the sinks, faucets and handles.
- 4) Clean all backsplash areas to remove grease, dried-on food, dust and cobwebs.
- 5) Clean all countertop areas, especially in the corners.
- 6) Clean cabinet fronts
- 7) Clean microwave inside and out.
- 8) Clean any other appliances

BATHROOMS

TOILETS

- 1) Scrub with disinfectant cleanser
- 2) Remove all dirt and stains
- 3) Clean top of toilet tank, toilet lid, seat (both sides) bowl and base completely
- 4) Scrub toilet of all rust, lime and scale inside and out

SINKS

- 1) Clean sink, drain, chrome fixtures and pipes under sink
- 2) Clean and shine up the sinks, faucets and handles

MIRRORS

- 1) Clean all mirrors so that they are streak free and free of dirt
- 2) Clean all glasses (e.g. shower doors, mirrors, etc.)

FLOORS

- 1) Sweep and mop, or vacuum floor
- 2) Vacuum and/or wash rugs
- 3) Clean floor baseboards

SHOWERS AND BATHRUBS

- 1) Clean shower walls, bathtub interiors and shower doors meticulously to remove all dirt, soap build-up, mold, and hair.
- 2) Bleach the grout
- 3) Clean shower doors completely

VANITIES AND CABINETS

- 1) Clean medicine cabinet shelves and both sides of doors
- 2) Clean the inside of the medicine cabinet
- 3) Clean interior and exterior of cabinets and drawers
- 4) Clean out the bathroom drawers and vanity. Be sure to remove all hair.
- 5) Replace all broken or missing bathroom towel racks and toilet paper holders

LIGHTS, CEILING AND VENTILATION

- 1) Clean vent fan cover
- 2) In bathrooms with exposed bubs, remove bulbs (when cold), clean and replace
- 3) Wash all walls and ceilings to remove mold, grease and other particles
- 4) Clean light fixtures, and replace any burned out light bulbs

BEDROOM(S)

- 1) Vacuum carpet thoroughly
- 2) Clean overhead light fixtures and ceiling fan. Replace bulbs if necessary.
- 3) Clean inside and out of closets and closet doors

WINDOWS AND DOORS

- 1) Clean window inside and out
- 2) Clean out window tracks
- 3) Wash all window sills and screens. Replace damaged screens
- 4) Lock doors and windows when leaving
- 5) Clean all blinds and window coverings

LAUNDRY AREA (if laundry in unit)

- 1) Scrub floors
- 2) Wash down walls and remove all dust
- 3) Clean both sides of doors to the laundry room

EXTERIOR

- 1) Remove any animal droppings from your pet
- 2) Pick up any trash on the patio, balcony, yard and/or garage area
- 3) Remove any personal items from the patio, balcony, yard and/or garage area
- 4) Clean any dedicated light fixtures for your unit and ensure the light is working
- 5) Sweep off balcony/patio dedicated to your unit

- 6) Clean any cobwebs from balcony/patio dedicated to your unit
- 7) Remove any oil stains from your parking spot
- 8) Haul away any excess garbage that will not be picked up via the normal trash collection service