

Move-Out Checklist Guide

For reference only

Move Out Reminders:

1. You are receiving this move-out checklist because you have already given your written notice to vacate.
2. Upon vacating, leave all house keys, garage door openers, mailbox keys, or other access devices and extra keys inside the home in a kitchen drawer. If your rental already has a lockbox installed you may leave one key inside the lockbox. Your manager may contact you with other instructions if they do not have a key to get inside. If you have changed the locks and we do not have a key, you will have to provide a key to us to get inside or a lock change will be billed to your deposit.
3. Provide written notice of your forwarding address. If this was not provided when you gave your notice to vacate, this should be submitted in your portal as soon as possible.
4. If you fail to vacate by the Move-out Date provided, you will be liable for any holdover rent as specified your lease. Please review.
5. Move out inspections will be completed within 48 hours of us receiving keys. No later than 48 hours after your scheduled move out date.

Cleaning Checklist – A guide to getting your deposit returned

You are required to return the property empty and in move in clean condition. Cleaning will not be considered normal wear and tear under any circumstances. If the property is not in a clean, move in ready condition, has trash inside or outside or abandoned items, appropriate charges will be deducted from your security deposit. As required by your rental agreement, you will be responsible for the cost of mandatory carpet cleaning, should your rental have carpeting and will include pet treatment if you have a pet. Please email us for a vendor recommendation. DO NOT rent a carpet cleaner or use your personal carpet cleaner or personal house cleaner before you move out. For house and carpet cleaners: please provide us with paid receipt. Paid receipt from either does not mean the cleaning will be satisfactory for you to receive your deposit back. Our cleaners are trained in move out cleanings and they do not miss items.

NOTE: Under NO circumstance should you touch up or spot paint walls. This NEVER ever matches, the sheens and colors do not match and fade over time. If you do this, you will be billed to repaint the entire wall. Please DO NOT do this. DO not go around patching up small holes everywhere. This will also result in the entire wall needing to be repainted at your expense. We have been doing this a long time. It is not worth doing it.

Please print this list for use during your move out to help keep track of items to be cleaned.

GENERAL HOUSE CLEANING FOR ALL ROOMS OF THE PROPERTY:

- Walls should be lightly wiped down wherever there are marks. Do not scrub or use magic erasers or this will scrub the paint off.
- Large holes in the walls should be professionally filled with spackle, sanded and retextured and then the whole wall should be painted. Please color match at Lowes or Home Depot. An unsatisfactory patch job will be re done at your expense by our handyman.

- Remove cobwebs from walls, corners and ceilings
- Wipe down all switch plates
- Vacuum/mop all flooring
- Clean all windowsills and wipe down all blinds
- Replace all burnt out light bulbs with the correct bulb and wattage. Do not mix white and yellow lights
- Clean all light fixtures of dust
- Wipe down all ceiling fans/blades
- Remove all items from cabinets and closets including things like coat hangers, hair ties
- Remove items such as toilet bowl cleaners, shower curtains-leave the rods
- Wipe down all doors and door frames with a wet rag including tops of doors
- Change all AC filters throughout
- Wipe down all base boards
- Replace batteries in smoke detectors unless your property has new 10 year non removable batteries
- Remove hooks, nails, command strips, ceiling hooks etc.

KITCHEN:

- Stove top and oven must be completely cleaned, including underneath and on the sides
- Drip pans should be removed to clean underneath
- If the drip pans were brand new at move in, please replace them at move out
- Exhaust fan and overhead light should be free from grease, dust, and dirt, including the filter
- Dishwasher should be clean and wiped out, including around the inside of the door
- Run ice cubes through the garbage disposal
- Clean cabinet fronts and the inside of all cabinets must be free of dust, dirt and food items
- Clean inside and outside of microwave
- Clean fridge, inside, outside, on top, pull it out and clean behind and underneath. Remove all inside drawers and clean. DO NOT turn the fridge off when you vacate
- Empty ice tray outside or into sink and flip the bar up so it does not produce ice
- Clean all countertops, including kitchen sink
- Clean inside pantry
- All that applies in the general house cleaning section above

LIVING ROOM:

- All that applies in the general house cleaning section above

BATHROOMS:

- Wash all tile and grout
- Clean vanity inside and out, clean mirror
- Tub, sink, shower and toilet must be cleaned and sanitized
- Clean exhaust fans
- Clean all drawers inside and outside, including the front of the cabinet/vanity doors
- All that applies in the general house cleaning section above

BEDROOMS:

- Clean out closet, to include hangers

- All that applies in the general house cleaning section above

YARD, FRONT AND BACK:

- Weed all flower beds, remove weeds and roots
- Remove weeds from sidewalk and driveway cracks
- Mow and edge lawn, fill in any holes where necessary
- Remove all personal items, flowerpots, lawn décor, brooms, etc
- Remove all garbage. Do not leave garbage at the curb to be picked up
- Clean patios, decks, screen rooms, sweep and clean away cobwebs

GARAGE/PORCH:

- Remove all trash
- Sweep or blow garage out
- Sweep away any cobwebs
- Clean driveway and garage of any oil stains with appropriate cleaner or hire professional

POOLS: Remove all personal items/debris

SHEDS: Remove all personal items and sweep out

Do not turn utilities off for at least 2 days after your MOVE OUT DATE. Please schedule your move out with the office 2 weeks prior to moving. Turning off utilities will result in a \$150 claim on your security deposit.

****This list is for reference only and is not intended to be all-inclusive. The property you live in may have other requirements****

Basic cleaning charges for a move out cleaning by our cleaning professionals ranges between \$250-500 per clean.

If you have any questions, please let us know at INFO@365realtygroup.com

365 Property Management

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