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MOVE-OUT CHECKLIST

GENERAL

- All belongings and trash to be removed from the apartment
- Clean all light fixtures in each room
- Clean and wash all windows, windowsills, frames, and tracks
- Clean and wash all of the window's blinds
- Clean and wash all door knobs & doors
- Replace missing, or burnt out, light bulbs
- Clean and wash any ceiling fan and fan blades (if you have one)
- Remove shelving, along with any hooks/mounts/screws/nails that you have installed, patch and sand the holes
- Clean and wash all light switches, outlets, and covers
- Remove any cobwebs throughout the unit
- Clean all HVAC vents/registers/baseboards
- Ensure there are working batteries in the smoke & carbon detectors
- We do not permit any walls to be painted after move-in, if you have painted, you must re-paint using Sherwin Williams SW 7006 Extra White – Eggshell Finish

KITCHEN

- Cabinets and drawers to be completely emptied, cleaned out and washed
 - Wash the fronts of the cabinets and drawers
- Refrigerator/freezer to be completely emptied, cleaned (all shelves/handles/gasket/etc.), and washed
 - Top of, and underneath, refrigerator to be cleaned and washed
 - Do not turn off the refrigerator/freezer, set at 3
- Stove top, grates (if applicable), and knobs to be cleaned and washed
- Oven to be cleaned and washed on the inside, outside and underneath
 - Remove the shelves/drip pans, use steel wool to clean them
- Clean and wash the inside, outside, and underneath the dishwasher (if you have one)
- Clean and wash the sink & faucet
- Floors need to be cleaned and washed
- Clean and wash all remaining surface areas (underneath/behind any appliances)
- Clean and wash all windows, windowsills, frames, and tracks

DINING ROOM

- Shampoo the carpet, clean/mop the hard surface floors
- Clean and wash all windows, windowsills, frames, and tracks
- Clean and wash all of the window's blinds
- Clean all HVAC vents/registers/baseboards

LIVING ROOM

- Clean and wash all windows, windowsills, frames, and tracks
- Clean and wash all of the window's blinds
- Clean and wash the air conditioner filter & cover
- Shampoo the carpet, clean/mop the hard surface floors, and baseboards
- Clean all HVAC vents/registers/baseboards

BEDROOMS

- Clean and wash all windows, windowsills, frames, and tracks
- Clean and wash all of the window's blinds
- Shampoo the carpet, clean/mop the hard surface floors
- Clean all HVAC vents/registers/baseboards
- Clean and wash the air conditioner filter & cover

BATHROOM

- Cabinets and drawers to be emptied, cleaned out, and washed
 - Wash the fronts of the cabinets
- Clean and wash the exhaust fan
- Clean and wash the toilet tank & base
 - Scrub and clean the toilet bowl
- Clean and wash the floor
- Clean and wash the sink & faucet
- Remove the shower curtain
- Clean and wash all light switches, outlets, and covers
- Clean and wash the surface of the vanity
- Clean and wash the mirror
- Clean and wash the shower/bathtub floor and walls
- Clean and wash all windows, windowsills, frames, and tracks

CLOSETS

- Shampoo the carpet, clean/mop the hard surface floors, and baseboards
- Clean and wash the doors & any shelves

STORAGE LOCKER

- Storage locker needs to be cleaned out of everything and broom swept
- There are no locks to be left on the storage locker

KEYS

- All keys provide to the tenant, including any copies made, to be returned to our office (any building, laundry, storage room keys, all unit keys, and mailbox keys)