

MOVE OUT CHECKLIST

*Please Remember: All keys (Home, Mailbox, Storage, etc.) must be turned in no later than 12:00 noon on the day after the lease ends to avoid being charged any additional rent. If this date falls on a weekend, you will need to make arrangements to turn these in during our normal business hours, on the next business day.

*All Utilities (Power, Water, Gas, etc.) should stay active for 3 Business Days after the move out for the final walk-through/inspection. If any utilities are turned off before this time, a fee will be removed from your deposit to assure these items are working during the final walk through.

GENERAL

- All rent and fees should be paid in full, with a tenant balance of \$0 remaining.
- Fill out the forwarding address information form and turn into the Syndicate office.
- File a change of address form with the post office.
- All walls must be clean and free of dirt, damages and any holes should be repaired properly.
- All baseboards should be wiped clean and free of dirt and dust.
- All switch and plug plates should be cleaned and replaced if broken.
- All window screens should be left in good condition without holes or damage.
- All doors and windows should be properly locked and fastened.
- All personal property including but not limited to; furniture, small belongings, small appliances, vehicles, outdoor items and any other item that was not on the property when you moved in, should be removed from the home and exterior area upon moveout.

Anything left behind will be regarded as abandoned and may be discarded, hauled away and otherwise destroyed at YOUR expense.

KITCHEN

- Cabinets and Drawers should be empty and void of all personal belongings, trash, and debris. Cabinets and Drawers should be wiped clean to remove all dirt and/or grease build-up.
- Floors should be cleaned and freshly mopped.
- Refrigerator should be thoroughly cleaned and void of any dirt, trash and odor. Any ice should be emptied, and icemaker turned to the off position.
- Range/Stove/Oven should be cleaned and free of grease/food build-up.
- Vent hood should be free of grease and the dirt/grease filter should be removed and washed in warm soapy water.
- Dishwasher (if applicable) should be emptied and cleaned.
- Microwave (if applicable) should be thoroughly cleaned.
- All countertops and other surfaces should be wiped clean.
- Window ledges and frames should be dusted and wiped clean.
- Window blinds should be dusted and left functional with no damage.
- Doors and Frames should be dusted and wiped clean.

- All light fixtures should be dusted.

BATHROOMS

- Cabinets, Drawers and Linen storage areas (if applicable) should be empty and void of all personal belongings, trash, and debris, and then wiped clean.
- Toilet/s interior and exterior should be cleaned.
- Sink/s, Countertop/s and Mirror/s should be thoroughly cleaned.
- Shower surround, Shower base/tub, bath tile and fixtures should be cleaned and should be void of all soap scum residue, mold, mildew, calcium, and rust.
- Floors should be cleaned and freshly mopped.
- Window ledges and frames should be dusted and wiped clean.
- Window blinds should be dusted and left functional with no damage.
- Doors and Frames should be dusted and wiped clean.
- All light fixtures should be dusted.

BEDROOMS & OTHER LIVING AREAS

- All carpets should be professionally cleaned, vacuumed and void of any damage and/or stains.
- Hard floor should be swept and mopped clean.
- Window ledges and frames should be dusted and wiped clean.
- Window blinds should be dusted and left functional with no damage.
- Doors and Frames should be dusted and wiped clean.
- All light fixtures should be dusted.

UTILITY/LAUNDRY ROOM (IF APPLICABLE)

- Floors should be cleaned and freshly mopped.
- All Washing Machines should be left in working condition with no dirt or detergent residue.
- All Dryers should be left in working condition with the lint trap emptied and no dirt or residue.

EXTERIOR (IF APPLICABLE)

THIS SECTION ONLY APPLIES TO DWELLINGS WITH A PATIO, PORCH/STOOP, STORAGE BUILDING, GARAGE, DRIVEWAY, ETC.

- All outside areas (listed above) should be void of all personal belongings, trash, and debris. Including but not limited to flowerpots, patio furniture, children's toys, bicycles, and outdoor rugs.
- All porches, patios and garages should be swept clean.
- Exterior walls and ceilings should have all dirt and cobwebs removed.
- Oil, Grease, and any Other stains should be cleaned and may need to be pressure washed.

YARD (If personally maintained)

- Yard should be freshly mowed, trimmed, and free of debris.
- Shrubs and bushes should be trimmed and neat and all beds free of weeds and debris.

Property Owners can deduct from security deposits for damages or excessive filth, but not for ordinary wear and tear. They may charge tenants for any cleaning or repairs necessary to restore the unit back to its original condition at the beginning of the tenancy.

Below are some “examples” of wear and tear vs. damage or excessive filth:

Normal Wear & Tear (Property Owner’s Responsibility)	Damage or Excessive Filth (Tenant’s Responsibility)
Water stains on the linoleum by the shower/tub	Broken bathroom tiles
Minor marks or nicks in the wall	Large marks, gouges, or holes in the wall Marker or crayon on the wall
Moderate dirt or spotting on the carpet	Rips, pet stains, large stains or burns in the carpet
Worn gaskets on the refrigerator door	Refrigerator with broken/missing door or shelf
Warped cabinet doors that will not close	Sticky cabinets and interiors, missing/damaged cabinet doors or drawer facings
Bathroom mirror signs of de-silvering (dark spots)	Mirror caked with cosmetics and toiletries
Moderately dusty blinds	Missing, damaged or non-functional blinds
Toilet flushes and refills inadequately due to clogged jets and old toilet flapper	Toilet wont flush properly because it is clogged with waste, feminine products, or a diaper
Patches of hardwood floor surfaces beginning to show wear on the finishing in some areas	Gouges/scrapes in the floor caused by dragging furniture or water damage from indoor plants
Kitchen sink caulking is beginning to thin	Kitchen drain is clogged due to the improper disposal of food waste and kitchen oils/greases
Clothes dryer (if applicable) delivering cold air due to the age of the thermostat	Clothes dryer that will not turn due to overloading