

**Move out Checklist.**

PLEASE READ THOROUGHLY

*This has been prepared to help make your move-out inspection simplified. Some items may not be related to your residence.*

*APPLIANCES, \_\_\_\_\_ All appliances must be clean. Stove, refrigerator, exhaust hood, filters, garbage disposal, dishwasher, and microwave. There can be no broken parts, dented parts or missing parts that were not missing at time of move-in. All appliances must be in good working condition. Furnace Filters needs to be replaced if dirty.*

*WALLS, \_\_\_\_\_ Walls painted must be restored to their natural condition prior to vacating. Small nails or picture hooks can remain in wall, remove any screw style nails. Any hole larger than a standard picture hook (size of a dime) will be charged to repair. No painting, or wallpapering done without verbal permission. Walls must be free of cooking residue, smoke, crayon, markings, nicotine, or any other substance that has discolored the walls.*

*CARPET, \_\_\_\_\_ Must be shampooed and free of any stains, holes, tears, snags, or other permanent damages. If carpets are shampooed by yourself and found not acceptable at inspection, you will be charged to have them professionally done.*

*FLOOR/WOOD FLOORS \_\_\_\_\_ Thoroughly clean all flooring on move-out. Damage to the flooring will result in charges with the replacement cost.*

*MIRRORS, \_\_\_\_\_ All mirrors must be cleaned, any cracked or scratched mirrors, will be charged to replace them.*

*BLINDS, \_\_\_\_\_ All blinds must be wiped down, any blinds damaged must be replaced with the same style and color.*

*WINDOWS/GLASS SLIDER DOORS \_\_\_\_\_ All windows and windowsills will be cleaned (inside only). Broken or Scratched windows will be charged at move-out.*

*KITCHEN, \_\_\_\_\_ All kitchen cabinets, drawers, counters, shelves, light fixtures, and sink cleaned. Garbage disposal clear of debris. Damage to any will be charged at move-out.*

*TRASH, \_\_\_\_\_ The home will be left completely free of all trash and debris. Any trash left behind will be charged to the tenant. Nothing should be left in the home that was not there when you moved in, unless approved at that time.*

*GROUNDS, \_\_\_\_\_ If the surrounding grounds are part of the premises and for exclusive use of the tenant's, therefore the grounds must be in a clean and safe manner, all holes filled, clear of trash, rubbish, weeds, snow removal of sidewalks, driveway, lawn mower, leaves raked and removed, trimming of shrubbery to affect a neat and orderly appearance to the property. Under no circumstances is trash/garbage to be left on the premises. If grounds are snow covered and debris is noticeable you will be charged*

*Need to have cleaned or serviced prior to vacating, FIREPLACE, GAS/PELLET, WOOD FIREPLACE, LAWN MOWER, SNOW BLOWER, AND POOLS.*

*SATILITE /TV/RADIO DISH: All equipment installed after move-in must be removed and restored to its original state.*

*UTILITY COMPANY: Please contact your provider and have utilities transferred to the last day your Lease*

*WATER DEPARTMENT: Please contact the Water Department and request a last meter reading for the last day notice states*

*INSURANCE AGENCY: Please contact your Renters Insurance Agency and terminate your policy on the last day notice states.*

*POSTAL SERVICE: Please put in for a change of address so mail does not continue after your move-out.*

*PROPANE TANK: The tank must have the same level of fuel when vacating as it did at move-in. Contact vendor to fill.*

*ALL RENTS, LATE CHARGES, UTILITIES ARE TO BE PAID IN FULL TO VACATING THE PROPERTY. SECURITY DEPOSIT IS NOT TO BE USED FOR LAST MONTHS RENT. PLEASE REFER TO YOUR LEASE AGREEMENT & RULES AND REGULATIONS FOR FURTHER INFORMATION.*

*It is highly encouraged to have the residence professionally cleaned. They see things you don't and will be charged for.*