



## **Move Out Checklist**

Properties are required to be professionally cleaned. Professional cleaners charge by the hour. Follow the following checklist to minimize expense of professional cleanings.

### **Refrigerator**

- Move the refrigerator away from the wall.
- Remove grease and grime off the wall behind the refrigerator. Vacuum and mop floor where refrigerator normally stands. Clean sides of refrigerator.
- Defrost freezer and clean.
- Remove and clean all shelves and crispers.
- Clean the inside of the refrigerator.
- Replace shelves and crispers.
- Move the refrigerator back in place.
- If any odor is still present after full cleaning, please leave an open box of baking soda inside.
- Replace any broken shelves or drawers

### **Stove/Oven**

- Remove grease off the wall and cabinets around or behind the stove.
- Vacuum and mop floor where stove normally stands. Clean or replace drop pans (requires removing burners). Wipe down the front and sides of the range.
- Remove grease and grime off range hood.
- Clean range top, front, and doors.
- Clean rack and broilers.
- Move the stove back in place once cleaned.
- DO NOT USE SELF CLEANING OPTIONS

### **Cupboards and Drawers**

- Remove all food/debris particles from all surfaces. Clean all cabinet doors and drawer fronts inside and outside. Wash and rinse all shelves and drawers.

### **Dishwasher**

- Clean inside, outside, door edges, and racks.
- Run a cycle with 1 cup white vinegar on the top rack.

### **Light Fixtures**

- Remove all fixtures, clean, and replace fixtures. (turn off lights prior).
- Replace burned out bulbs.

### **Baseboards**

- Wash and rinse throughout the whole house or apartment. Pay special attention to corners and edges.

### **Work Areas/Under Sink/Sink**

- Make sure it is debris and grease free.
- Remove any stains and disinfect.

### **Bathroom**

- Remove shower curtains and liners.
- Remove soap scum and stains from tub, fixtures, and shower rod.
- Clean and shine wall tile around tub areas.
- Disinfect, scrub and remove stains from inside and outside of the toilet.
- Scour sink and soap holder.
- Clean cabinets and mirrors.
- Replace damaged towel rods and TP holders.

### **Bedrooms/Hallways/Living Room**

- Clean window sills, frames, tracks, casing and both sides of the glass.

- Clean closet shelves, rods, tracks, casing and both sides of doors.
- Vacuum all carpets.
- Clean both sides of doors including casings.

#### **Carpet/Laminate Floor Cleaning**

- Carpets are to be cleaned by a professional carpet cleaner upon move out. If you choose to have this done by a professional yourself, please notify the office of your intent prior to your move out date and provide a receipt within 24 hours of move out to avoid the office scheduling service.
- Vacuum and mop all hard surface flooring with appropriate cleaning solution and a microfiber mop. Scrub around edges. Be sure all stains have been removed.

#### **Garage**

- Should be completely empty and swept.
- Oil stains should be removed from concrete.
- Wipe walls and baseboards.

#### **Exterior and Additional Items**

- Remove all of your personal belongings from inside and outside of the property.
- Do not leave garbage on the curb or in bins.
- Clean all oil/rust stains from driveway, patio, or sidewalks. Remove all pet feces, cigarette butts, and litter from property. Trim bushes & hedges as needed if you were responsible for lawn care.
- Cut grass, pull weeds, and edge your lawn if you were responsible for lawn care.
- Sweep all driveway, patio, and sidewalks.
- Ensure exterior lights have working bulbs.
- Remove animal waste
- It is **STRONGLY RECOMMENDED** that you do not do your own patch and paint as improperly patching and painting may increase the expense to correct it.