



Move Out Checklist

Friendly Reminders!

Residents are required to have carpets and properties professionally cleaned upon their **COMPLETED** move out. Residents may choose their own cleaners with an approved invoice/receipt of the work completion. Residents may also opt to clean ahead of time themselves and have Incline PM Cleaners come in after to ensure that it is professionally cleaned. Below are the expectations for moving out so that there are no miscommunications and to avoid large cleaning fees. Incline PM Vendors charge by the hour.

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 the 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/ Drawer

- ☐ 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.

Kitchen Sink

- ☐ Make sure it is debris and grease free.
- ☐ Remove any stains and disinfect
- ☐ Clean out garbage disposal to remove any odors

Bathrooms

- ☐ 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.
- ☐ Clean drawers and cabinets, and under sink area

**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.

Carpets / Laminate Floors

- ☐ 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. Do not leave any standing water or use steam mops on laminate flooring.

Light Fixtures

- ☐ Remove all fixtures, clean, dust and replace fixtures. (turn off lights prior).
- ☐ Replace burned out bulbs with the appropriate bulbs. Mismatched lighting colors will be replaced (I.E. 3000K vs 5000K)
- ☐ Exterior Light Fixtures must be wiped down and bulbs replaced.

**Baseboards / Vent Covers
/ Outlet Covers**

- ☐ Dust and wash throughout the whole house or apartment. Pay special attention to corners and edges.
- ☐ Walls should be free of hand prints, scuffs, and marks. We strongly recommend you do not attempt your own patch and paint.
- ☐ Ceiling vents, floor vents, exhaust fans, cold air returns and the surrounding areas should be dusted and wiped down.
- ☐ Ceiling Fans should be dusted and wiped down
- ☐ Outlet Covers should be dusted and any missing covers and/or screws replaced

Garage

- ☐ Should be completely empty and swept.
- ☐ Oil stains should be removed from concrete.
- ☐ Wipe walls and baseboards.
- ☐ Garage floors can be power washed

Exterior

- ☐ 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.
- ☐ Disconnect hose bibs
- ☐ DO NOT SHUT OFF SPRINKLER TIMERS
- ☐ 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

Miscellaneous

- ☐ Remove all personal belongings from the property even if you think the next resident could use it.
- ☐ Do not leave trash cans on the street for garbage pick up unless you get permission from the office or intend to take it in after garbage day. Additionally do not overfill garbage cans or leave smelly garbage cans inside the garage.
- ☐ Make sure to leave HOA Fobs and/or parking passes with the office. You can be charged for their replacement if they go missing.
- ☐ Remember to forward your

The following are common items that are charged to a Resident upon move out. This is not an all inclusive list and intended to notify Residents of commonly forgotten items during move out. Other damage charges may be assessed. If you have any questions please contact our office in advance.

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| ❖ Deep Cleaning – appliances, baseboards, ceiling fans, blinds, window tracks, garages, etc. | ❖ Missing sink/tub drain stoppers |
| ❖ Carpet stains | ❖ Cleaning clogged/slow sink drains |
| ❖ Odor remediation | ❖ Garbage disposal misuse (plastic pieces, bones, eggshells, etc.) |
| ❖ Unswept doorways | ❖ Plumbing misuse (flushable wipes, tampons, etc.) |
| ❖ Adhesive residue from stickers/tape | ❖ Baseboard water damage in bathrooms from misuse |
| ❖ Patch and Paint – for large or excessive nail holes, scuffs, holes, damage | ❖ Unreported leaks leading to damage |
| ❖ Burn marks | ❖ Mildew/discoloration due to poor ventilation use |
| ❖ Unapproved modifications (paint, flooring, fixtures, etc) | ❖ Water softener salt |
| ❖ Damage to fixtures | ❖ Leaving windows/doors open which causes damage |
| ❖ HVAC filters | ❖ Animal damage |
| ❖ Burnt out light bulbs | ❖ Animal waste in the lawn |
| ❖ Smoke detector batteries / reinstalling missing smoke detectors | ❖ Oil stains on driveway or garage floor |
| ❖ Brivo door lock batteries | ❖ Broken or damaged sprinkler systems (e.g., due to being shut off) |
| ❖ Missing or broken outlet faceplates | ❖ Weeds |
| ❖ Missing/broken towel rods, toilet paper holders | ❖ Overgrown lawn |
| ❖ Broken blinds | ❖ Dead lawn |
| ❖ Missing or damaged window screens | ❖ Sprinklers being shut off |
| ❖ Missing handles | ❖ Missing key fobs, garage door openers, parking passes, etc |
| ❖ Missing door stops | ❖ HOA fines for garbage cans being left out |
| ❖ Missing doors | ❖ Unpaid utilities / shut-off utilities |
| ❖ Appliance damage to interior or exterior components | |