

Move out check list to prepare for final inspection

(Official notice to vacate is required. Once received we'll send you a confirmation notice)

- Provide management at least 30 days' notice.
- Provide management your forwarding address
- Forward your mail to your new address
- Update your new address with family, banks, employers, Amazon, and all other online shopping and shipping

- Turn on your utilities at your new home
- Schedule the turn off the utilities as of the **last day of your lease** (the owner or new tenant will switch them to their name following day.)
- Schedule to move all lawn care, animal waste removal & pest control as of the **last day of you lease**
- Unit must be completely free of all personal items and trash, including all closets, shelves, cabinets & drawers
- Wipe down all walls, (scrub where needed) & remove all cobwebs
- Wipe down each door, all sides (scrub where needed)
- Wipe down all door jambs (frames), all must be excellent working order with no signs of physical abuse.
- Ensure all doors open and close properly
- Wipe down all door knobs and locks, & ensure all are working properly
- Wipe down each light fixture, light globes & ceiling fans and blades.
- Clean windows & window sills
- All window coverings, curtains and rods must be straightened, washed, cleaned & dusted.
- Wipe down all cabinet & drawers, (IN & OUT) & ensure all function properly.
- Wipe down all backsplashes and countertops in the home (including bathrooms)
- Check all bathroom and kitchen counters caulking for dirt & mildew
- Clean inside and outside of all sinks, tubs & showers, & inspect for chips.
- Wipe down mirrors and trim, including baseboards & crown- molding (if equipped)
- Clean faucets and drain covers, including sink pop ups
- All carpets must be vacuumed & steam cleaned, pay special attention to area's the carpet meets the walls.
- Sweep & mop all solid surfaces
- Ensure all door stops are in place and function as they should.(replace if broken missing or bent)
- All appliances (Dishwasher, Oven, Cooktop, Microwave, so on) must be thoroughly cleaned, washed, sanitized including drip pans and knobs. (Please use proper cleaning chemicals for special surfaces, such as glass).
- Clean vent hood and screens (degrease), use degreaser.
- Inspection all switch & outlet plates, must be cleaned or replaced if broken or missing.
- Clean and sweep all patios, balconies and storage closets, sheds & garage's.

___ Make sure all paint looks good - check all walls, cabinets (inside and out) Repair any major marks and nail holes.

___ If any painting was done, ensure all painting is cleaned up, such as no buckets of paint, no paint in and no sink clogs.

___ Check all boards under sinks - report leaks if any.

___ Ensure outdoor lighting and fixtures function properly and are not broken.