



## Move-Out Checklist

- Make arrangements to have your trash picked up before you discontinue service.
- Do not place trash and garbage in the recyclable cans (fines may apply). Make sure full cans are left at the curb for the next trash pick-up day.
- All personal property must be removed including trash. Any items left at the property will be hauled away at your expense.
- All carpets must be professionally chemically cleaned (must provide receipt to R&R Property Management) or R&R Property Management will have them cleaned at tenant's expense.
- Dust/clean all blinds and replace any broken slats.
- Clean out and wipe down the refrigerator. Carefully (not disrupting the waterline) pull it out to clean underneath and on the sides. Clean the freezer as well.
- Clean the oven, grease trap, exhaust fan/light, stovetop, burners and drip pans. If the drip pans cannot be cleaned they must be replaced. Carefully pull out stove and clean underneath and sides of stove.
- All kitchen counters drawers and cupboards need to be cleaned and wiped down, inside and out. As well as the kitchen sink and hardware.
- Thoroughly clean all floors with the appropriate cleaner for the type of flooring you have.
- Thoroughly clean all bathrooms including, cupboards, drawers, shower/tub, toilet, light fixtures and exhaust fans.
- Wash interior windows and sliding glass door, sills and tracks for dirt and fingerprints.
- Clean out all closets and wipe down shelves, doors and tracks.
- Clean light fixtures and fans, replace any burned out or missing bulbs with appropriate wattage and bulb.
- Wipe down baseboards, doors, and door frames
- Remove all nails, screws or tacks from walls. If you intend to patch holes, please do it properly or you will be charged to have them repaired. Fill the hole with spackle, once dry, wipe off excess. Larger holes will need to be textured to match the wall. *Paint touch-up only the small spot you filled and let it dry.* If it does not match you may have to have it color matched.
- Lawn must be mowed and trimmed within two days of ending or your term. Weeds need to be removed as well as any debris such as leaves, grass or pine needles on the lawn or sides of home. Any holes in the lawn must be filled and repaired, you must clean up after your pet and any overgrown bushes or flowers will need to be trimmed.
- Replace furnace filters.
- Clean and sweep out garage.

**Thank you for following this checklist to ensure a smooth move-out process!**