

## **Pre-Move Out Tenant Checklist**

### **Interior:**

1. Remove rubbish, trash and ALL of your personal property from the interior and exterior of premises. If a Tenant has trash that exceeds normal pick-up, Tenant is to arrange to have it hauled away prior to inspection.
2. PROFESSIONAL CLEANINGS: Have gutters, fireplace, home and carpets professionally cleaned and provide a copy of receipt(s) at check-out. Carpets must be steam-cleaned and if there's excessive pet hair, rotary cleaning would be advisable.
3. ADDITIONAL CLEANING WITH PETS: If pets lived on the premises you will have to de-flea and de-tick the carpets and provide a copy of that receipt as well. Ask your carpet cleaner to do it. **PLEASE NOTE: IF any odors or pet odors re-surface after the Tenant has vacated the property, Tenant will be responsible for charges incurred to remove odor.**
4. PAINTING: Do not patch, spackle or spot paint nail holes or touch up paint without approval. If you do paint the property without approval and paint is in poor condition, wrong color, etc, you will be charged for necessary painting to match existing color. If paint is accessible, we do not allow spot painting, only whole wall painting.
5. KITCHEN: Professional Cleaners are to clean ALL appliances inside and out as well as the area beneath and replace burnt-out lightbulbs.
  - Remove grease and dirt from range, oven and exhaust fan filter (may need to be replaced), including area around and beneath. If the ceiling or cabinets are greasy or discolored from cooking, clean them as well.
  - Empty refrigerator and wash out compartments including freezer and wipe down doors.
  - Clean dishwasher, run one last cycle with detergent, empty and wipe down door.
  - Be sure garbage disposal is clean and free of debris and sinks and faucets wiped down.
  - Clean ALL countertops and wipe out any cabinets and drawers removing any drawer/shelf liners.
6. BATHROOMS: Clean bathroom including counters, cabinets, tubs, toilets, floors and fans/vents.
  - Clean ALL basins, tubs and/or shower stalls, countertops, sink(s), faucet(s), soap dishes, tiles, be sure they are free of soap scum, mold/mildew, scale and rust.
  - Clean ALL mirror(s), fixture(s) and medicine cabinet(s).
  - Clean toilets inside and out and remove all lime deposits. Clean seat surfaces top and bottom.
7. Clean ALL floors including wood, vinyl, and/or tile flooring. Clean and dust all baseboards. (Beware, water may damage some wood and vinyl flooring.)
8. Wash ALL windows inside and out, clean windowsills, mini-blinds and vertical blinds.
9. Clean ALL walls and closets, removing any washable marks and all ceilings free of cobwebs and lint. (Magic eraser is not to be used on anything but white walls.)
10. Clean ALL woodwork, doors, trim, ceilings and baseboards, free of cobwebs and lint.
11. Clean light fixtures and ceiling fans and replace all burnt-out or missing bulbs and make sure to use the correct wattage and style. Make sure ceiling fan blades including top, bottom and light kits are clean.
12. Clean ALL shelves, drawers, closets and storage spaces inside and out, free of cobwebs and debris.
13. Have exhaust fans and air-return ducts free of dust and dirt.
14. Clean utility sink and laundry appliances, removing lint from dryer filter.
15. Replace HVAC filters as were provided at beginning of lease term, making sure clean filter intact.

### **Exterior:**

16. Lawns must be mowed and edged, trees and shrubs trimmed and leaves raked and bagged.
17. Remove any animal feces.
18. Replace any screens and windows if damaged by Tenant.
19. Walkways, driveways, patios and garage floors must be cleaned and free of grease or any other debris.
20. Clean exterior light fixtures and replace missing or burnt-out light bulbs.
21. Exterminate premises to remove any household pests, if applicable.
22. Repair any damage to premises, which was not noted on the move-in inspection. This must be done by a professional contractor. (Did you have a lease addendum to repair the wall the TV was mounted to or to paint a room back to the original colors?)
23. **ALL** keys, fobs, parking passes, pool passes, garage remotes, etc. must be returned when you meet to do the move-out inspection.

If you would like a referral for a professional cleaning and/or carpet cleaner just let us know!

**\*\*PLEASE NOTE:** Be advised that in any case where Landlord must coordinate to have any of the above items completed at your move out, a service charge of 20% of the contracted invoice(s) will be added to the security deposit.

## **Preparing to Move Out**

What you need to know regarding your Security Deposit

### **1. Cleaning**

Professionally clean and provide receipt(s) for the following:

- a. House Cleaning
- b. Carpet Cleaning
- c. Fireplace Cleaning (even if unused during tenancy)
- d. Gutter Cleaning

### **2. Keys**

- a. Return all keys, mailbox key(s), FOB(s), garage/gate remotes
- b. Failure to provide these will result in additional charges, per your lease.

### **3. Utilities**

- a. Ensure the utilities remain on until the last day of the lease or you will incur a \$100.00 fee in addition to any connection/initiation/service fee charged by the utility company.
- b. Provide all the utility companies with your forwarding address for mailing final bills.
- c. Fill oil tank if required by lease, and provide a copy of measurement and paid invoice.
- d. We must receive proof of the final water statement, paid with zero balance, before your security deposit is returned to you. *The sooner we receive proof of payment, the sooner we can disburse your security deposit.*

### **4. Painting**

- a. Please do not touch-up paint. The paint never matches and ends up looking worse.
- b. If you have a question about anchor holes or excessive nail holes created while living in the home, please contact us.

### **5. Repairs**

- a. If Tenant wishes to perform some repairs, the repairs must be completed in advance of the move out inspection.
- b. Tenants are not permitted back in or on the property after vacating.

### **6. Helpful Reminders**

- a. Please send us your forwarding address, once available
- b. Please also send your change of address to:
  - i. Insurance
  - ii. DMV ([www.DMVNow.com](http://www.DMVNow.com))
  - iii. Post Office ([www.usps.com](http://www.usps.com)) *The post office often needs several weeks advance notice!*

### **7. Scheduling your Move Out:**

- a. Move-Out inspections will be coordinated through and performed by an authorized Hands On Homes representative.
- b. Inspection Hours are between 9am and 4pm Monday through Friday.
  - i. If you need an appointment outside of normal inspection hours, please contact your property manager.
  - ii. For appointments outside of normal inspection hours, a \$100.00 inspection fee will be charged, payable to Hands On Homes.

### **8. Security Deposit**

- a. Per the lease agreement, the property manager has 45 days after the termination of the tenancy and Tenant's vacating the Premises, to return the Security Deposit to Tenant, less any deductions, provided Tenant has performed all obligations under the Lease.
- b. We must receive proof of paid cleaning receipts and final zero-balance water bill to return the Security Deposit proceeds.
- c. We must have the Tenant's forwarding address to return the Security Deposit proceeds.