

MOVE-OUT CHECKLIST

Property Address: _____

Tenants: _____

Living Room:

- Room has been completely emptied of ALL personal items belonging to tenant(s).
- Walls** – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives.
Do NOT attempt to patch any holes left by nails or pushpins.
- Flooring** – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- Windows** – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- Light fixtures** – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- Closets** – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- Fireplace** (if applicable) – fireplace has been cleaned out entirely of all wood and other burning materials, all ashes have been removed and disposed of, and mantle has been dusted and cleaned.
- Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Dining Room (if applicable):

- Room has been completely emptied of ALL personal items belonging to tenant(s).
- Walls** – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives.
Do NOT attempt to patch any holes left by nails or pushpins.
- Flooring** – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- Windows** – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- Light fixtures** – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- Closets** – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- Fireplace** (if applicable) – fireplace has been cleaned out entirely of all wood and other burning materials, all ashes have been removed and disposed of, and mantle has been dusted and cleaned.
- Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Kitchen:

- Room has been completely emptied of ALL personal items belonging to tenant(s).
- Walls – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives. Do NOT attempt to patch any holes left by nails or pushpins.
- Flooring – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- Windows – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- Light fixtures – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- Closets – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- Cabinets – all cabinets have been emptied of personal items, all cabinets doors have been wiped down (inside and out), and all cabinet shelves have been wiped clean & are free of all debris and food waste.
- Refrigerator – refrigerator has been emptied of all food and other personal items, all shelves and food drawers have been cleaned and are free of all debris and food waste and stains, freezer has been emptied of all food and other personal items, freezer has been wiped down and cleaned, and the refrigerator door, freezer door, and the top and sides of the refrigerator have been wiped clean.
- Oven / Stove – inside of oven is free of all personal items and has been cleaned of food stains and debris, cookware drawer has been emptied of all personal items and has been swept out, the stove/range has been wiped down and cleaned of all food stains and debris, and new drip pans (if applicable) have been installed.
- Dishwasher – inside of dishwasher is free of all personal items, inside of dishwasher is clean and free of all food stains and debris, and the front of the dishwasher has been wiped down and thoroughly cleaned.
- Microwave (if applicable) – microwave is free of all personal items, inside of microwave has been thoroughly cleaned and is free of all food stains and debris, and front, sides, and top of microwave have been wiped down and cleaned.
- Smoke/CO Detectors (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Garage (if applicable):

- Room has been completely emptied of ALL personal items belonging to tenant(s).
- NO trash items have been left either inside, outside, or around the garage.
- Walls – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives. Do NOT attempt to patch any holes left by nails or pushpins.
- Flooring – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- Windows – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- Light fixtures – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- Closets – all closets have been emptied of personal items, all shelves have been

- wiped down and dusted, and all closet floors have been swept or vacuumed.
- () **Cabinets** – all cabinets have been emptied of personal items, all cabinets doors have been wiped down (inside and out), and all cabinet shelves have been wiped clean & are free of all debris and waste.
 - () **Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Bedroom(s):

- () Room has been completely emptied of **ALL** personal items belonging to tenant(s).
- () **Walls** – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives. Do NOT attempt to patch any holes left by nails or pushpins.
- () **Flooring** – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- () **Windows** – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- () **Light fixtures** – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- () **Closets** – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- () **Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Bathroom(s):

- () Room has been completely emptied of **ALL** personal items belonging to tenant(s).
- () **Walls** – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives. Do NOT attempt to patch any holes left by nails or pushpins.
- () **Flooring** – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- () **Windows** – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- () **Light fixtures** – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- () **Closets** – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- () **Toilet** – toilet has been scrubbed and cleaned thoroughly, both inside and out, and is free of all stains. Toilet seat and seat cover have both been thoroughly cleaned and are working properly.
- () **Sink** – the sink, faucet, vanity top, and mirror have all been thoroughly scrubbed and cleaned, and are free of all stains. Medicine cabinets (if applicable) have been emptied of all personal items, and all shelves have been wiped clean.
- () **Shower/Tub** – the shower/tub has been thoroughly scrubbed and cleaned, and is free of all stains, mildew, mold, soap scum, and water marks. All shower doors (if

applicable) have also been thoroughly scrubbed and cleaned and are free of all stains, mildew, mold, soap scum, and water marks. The faucet and shower head have also been thoroughly cleaned, and are free of any water or calcium deposits.

- () **Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Basement :

- () Room has been completely emptied of ALL personal items belonging to tenant(s).
- () **Walls** – completely free of pictures, nails, pushpins, tapes, glues, & other adhesives. Do NOT attempt to patch any holes left by nails or pushpins.
- () **Flooring** – all floors, corners, and interiors of closets, have been swept, vacuumed, and (if applicable) mopped thoroughly and are free of all stains and waste.
- () **Windows** – all windows, window sills, and glass panes (inside and out) have been wiped clean, all blinds and/or drapes (if present at the time of move-in) have been thoroughly cleaned and are functioning properly.
- () **Light fixtures** – all light fixtures have working light bulbs, all fan blades have been wiped down and dusted, all glass components of light fixtures have been removed, thoroughly cleaned, and re-installed in fixture.
- () **Closets** – all closets have been emptied of personal items, all shelves have been wiped down and dusted, and all closet floors have been swept or vacuumed.
- () **Smoke/CO Detectors** (if applicable) – all smoke and carbon monoxide detectors have been properly tested, are all in proper working order, and have had the batteries replaced (if necessary).

Exterior:

- () The exterior of the property is left in clean and fit condition, free of all trash, furniture, and other personal items.
- () The deck or patio (if applicable) is free of all trash, furniture, and other personal items and has been swept clean and free of all trash and yard waste and debris.
- () **IF** tenant is responsible for lawn care, tenant shall mow the lawn within the last 3 days of occupancy of the premises, trim and edge along the home, landscaping, driveway, sidewalks, and all other improvements to the property, trim bushes and remove clippings, remove any weeds from within the landscape, and ensure that the yard and landscape is free of all waste and debris.