



MOVE-OUT CHECKLIST

CLEANING

Cleaning issues are the most common cause of security deposit deductions. Allow yourself enough time to clean thoroughly. Complete items that will require time (ie. oven, shower stall and yard work) before the actual move. Do not leave heavy cleaning until moving day. This list is a basic list and includes items that are often overlooked. This list is NOT all inclusive.

- Cut the grass, edge and trim all shrubs. Replace pine straw/mulch if needed – this should be done a minimum of two times per year. Flower beds need to be weed free.
- Remove all trash and debris from the house and yard.
- Clean all storage areas, attic, crawlspace and buildings. Remove all of your belongings.
- Clean stairwells, window wells, driveway and carport. These areas must be left free of leaves and other materials.
- Sweep porch, patio, deck, breezeway and garage.
- Wipe all the woodwork. Remove fingerprints from light switch plates, doorframes and walls in heavy traffic areas.
- Wipe out all drawers and cupboards. Thoroughly clean counter tops.
- Clean the oven, drip pans (replace if needed), and range top. Be sure all cleaner is wiped off of the stove and oven surfaces. **DO NOT USE OVEN CLEANER ON CONTINUOUS CLEANING OVENS.** Refer to the oven cleaning instructions if you are unsure about the type of oven you have. Damage caused by oven cleaner could result in a major charge for replacing the stove.
- Clean range hood inside and out. Be sure that it is grease free. Replace the fan filter if it is excessively dirty.
- Defrost and wipe out ALL refrigerators and freezers. This takes time so do it ahead of the move. A quick wipe on moving day should leave it clean. Be sure to clean under the crisper drawers. **LEAVE THE REFRIGERATOR ON WHEN YOU LEAVE.** Turning it off will cause it to mildew. Wipe the grill and floor around the refrigerator. Empty and clean the drip pan (replace if needed).
- Thoroughly clean and wax all floors which require wax. Be sure that you do not leave cleaner on the floor. Wipe all baseboards and under cabinets.
- **ALL CARPETS MUST BE PROFESSIONALLY CLEANED.**
- Wash windows, shades and blinds. Wipe off windowsills.
- Clean all sinks. Be sure no cleanser residue remains.
- Clean all bath fixtures. Clean the commode inside and out. Be sure to check around the base of the toilet. A towel wipe after cleaning will leave them cleanser free and will shine the chrome.
- Clean the shower stall. This includes the wall tiles, caulking, glass doors, and tracks.
- Empty and wipe out the medicine cabinets and vanities.
- Clean the fireplace and all fireplace equipment.
- Check ceiling areas and corners for cobwebs.
- Clean all ceiling fans.



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MAINTENANCE & REPAIRS

Your lease requires you to notify the office of any needed repairs within 48 hours. If needed repairs are noted on the move-out inspection, you will be responsible for the entire cost of the repair(s).

- Replace any light bulbs that are burned out. Special bulbs may take time to locate. All light fixtures should be clean.
- Check items that you are responsible for replacing, such as bent or torn screens, broken glass and mirrors. Have these repaired ahead of time.
- If you have used anchor or toggle bolts to hang items on the walls, you will need to repair the holes. These should be spackled, sanded and the entire wall painted to match the rest of the room. **DO NOT SPOT PAINT OR TOUCH-UP.**

UTILITIES

UNDER NO CIRCUMSTANCES SHOULD THE UTILITIES BE TURNED OFF. Contact this office to coordinate the transfer of utilities. It is required that you, as tenant, and we, as management, both contact the utility companies.

- **DO NOT TURN THE WATER OFF.**
- **LEAVE ALL BREAKERS ON.**
- **IF YOU MOVE IN THE WINTER, LEAVE THE HEAT ON AND SET TO 68°.**
- **IF YOU MOVE IN THE SUMMER, LEAVE THE AIR CONDITIONER ON AND SET TO 74°.**

RENT

Pay your final month's rent. **The security deposit DOES NOT include the rent for your last month.**

SECURITY DEPOSIT RETURN

If you follow these instructions, there should not have to be any deductions taken from your security deposit. Remember to allow yourself plenty of time for cleaning and repairs.

Be sure that we have a phone number and address where you can be reached. We make every effort to return all deposits within 30 days. If you follow the guidelines above and no maintenance must be ordered and completed, we can offer the deposit sooner.

CONTACT INFORMATION & REFERRALS

Wilcher Properties Group can give you reliable referrals for cleaning services, carpet cleaning services, painters and handyman services. Call the office if you would like to utilize these resources.

WILCHER PROPERTIES GROUP – 770.587.9300 x104