



MOVE OUT INFORMATION AND CLEANING WORKSHEET

Please be advised of the following information:

1. Call our office at least 48 - 72 hours prior to your move-out to arrange a tentative appointment for a move-out inspection. A final appointment will not be carried out unless you are actually finished moving out.
2. At your move-out inspection, we will be comparing the condition of the property at move-out with the written record of what that condition was when you moved in.
3. **DAMAGES/REPAIRS:** You will be charged for any damage done to the property. This includes but is not limited to: excessive wear and tear; holes in walls / doors / ceiling / carpeting and linoleum; damages to appliances / counters / cabinets / other fixtures; broken windows and/or mirrors; yard neglect; misuse of the property; trash or debris left in the property; etc.
4. Your security deposit is not your last month's rent.
5. Regarding the condition of the property at move-out and cleaning:
 - You are required to return the property empty and in a clean reusable condition. Cleaning issues will NOT be considered to be normal and wear, under any circumstances whatsoever.
 - If the home is not satisfactorily cleaned, has trash or abandoned items, then appropriate charges will be deducted from your Security Deposit. If it is necessary to hire someone to clean the home, labor will cost much more than if you take the time to properly clean the unit in the first place.
 - As required by your rental agreement, you will be responsible for the cost of professional carpet cleaning. If done by a company of your choosing, you will need to provide a receipt showing the carpet was professionally cleaned. (Please understand that the issue is whether or not the carpets are clean – not how cheaply did you get it done for.) If you choose not to have the carpets cleaned by a company of your choice, then the carpets will be cleaned by a company of the Property Manager's or Landlord's choosing. Note: at no time is renting a cleaner or using your personal carpet cleaner, which is not sufficient, a substitute for your contractual obligation to have the carpets professionally cleaned.

***** Note: the following is a checklist for cleaning. It is for your reference and may not be all inclusive:**

GENERAL:

- Walls should be washed or marks removed, including streaks above or around heaters, registers or air return vents.
- Holes in walls should be filled with spackle and the wall then wiped clean of excess spackle. If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted.
- Remove all cobwebs from walls and ceilings.
- Wall and ceiling vents should be vacuumed and/or washed.
- Clean switch plates, electrical receptacles doorway trim and doors from fingerprints or soiling.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Fireplace(s) should be clean of all debris, including ashes.
- Drapes should be vacuumed.
- Blinds should be cleaned.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures and cleaned.
- Everything must be removed from closets (including coat hangers) and shelves need to be cleaned.
- Clean windows and window screens

KITCHEN:

- Range should be completely cleaned, including racks and broiler pans.
- Clean stovetop, panel, and dials.
- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned. Replace if they do not appear new after cleaning.
- Clean under, behind and over the stove. (if accessible)- DO NOT damage floor covering!
- Clean under and behind the refrigerator (If accessible)-DO NOT Damage floor covering!
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Cabinets and drawer fronts cleaned.
- Clean insides and outside surface of microwave, including underside filter.
- Defrost refrigerator, if applicable, and remove any water. DO NOT TURN OFF FRIDGE WHEN VACATING.
- Clean inside of refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.
- Wipe down all pantry shelves.
- Clean light fixtures and covers.

- Clean all walls, including ceilings and corners.
- Mop floor and/or vacuum carpet.
- Wipe down all baseboards.
- Wipe down all woodwork.
- Clean doors and around frames.
- Clean vents on floor or wall.

LIVING AND FAMILY ROOMS:

- Clean light fixture & covers.
- Vacuum carpet & edges by baseboards.
- Wipe down baseboards.
- Clean walls, ceilings & corners.
- Clean windows, window sills & tracks.
- Clean doors and around door frames.
- Clean all vents on floor or wall.
- Clean out closet & wipe down shelves.

BATHROOMS:

- Tile should be washed and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Bathtub, shower, sink, and toilet should be cleaned and sanitized.
- Glass door, if applicable, and fixtures should be cleaned so all the soap scum and hard water spots are removed.
- Exhaust fans should be cleaned.
- Clean soap dishes & wipe down towel bars.
- Wipe down all counter tops.
- Clean & wipe out all drawers.
- Clean light fixture & covers.
- Clean walls, ceilings & corners.
- Mop floor and or vacuum carpet.
- Wipe down baseboards.
- Clean doors and around door frames.
- Clean all vents on floor or wall.

BEDROOM(S):

- Vacuum carpet & edges by baseboards.
- Wipe down baseboards.
- Clean light fixture & covers.
- Clean walls, ceilings & corners.
- Clean windows, window sills & tracks.
- Clean doors and around door frames.
- Clean all vents on floor or wall.
- Clean out closet & wipe down shelves.
- Clean closet doors and tracks

EXTERIOR:

- Clean porches, balconies and decks, etc.

YARD AREA:

- The property landscaping should be weeded, trimmed and/or mowed, properly irrigated and all debris, if any, hauled away.

GARAGE:

- All trash needs to be removed from the premises.
- Clean any oil stains from floor using an appropriate cleaner.
- Sweep floor.

MISCELLANEOUS (IF APPLICABLE):

- Clean ceiling fan blades & draperies.
- Empty & clean out storage units and/or garage, deck or patio.
- Replace any dead smoke detector and CO batteries.
- Replace furnace filter, if applicable.
- Replace garage remote keypad batteries if necessary.
- Remove all paper towel holders, adhesive (if you installed).
- Remove hooks, ceiling hooks, mounted mirrors, etc. that you installed. Properly patch holes.

Note: once again, please use this cleaning list as a guide to the items that need to be cleaned. In the above list, not all items may be applicable to your rental unit. If you have questions on cleaning your rental unit please call our office at 925-754-7000.

Thank you,

First Realty/Pryor and Associates
Property Management

