



PMB 1109  
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Thank you for your time as our resident! We are sorry to see you go, but we understand that circumstances change for everyone. At your move-out appointment with our representative, we will go over the following checklist and the move-out inventory. The checklist below is a guideline for what you should do upon move-out of the home. We tried to make it as inclusive as possible. However, each situation is different, so there may be other issues that need to be addressed.

According to your lease agreement, you are required to return the home to empty and clean condition (according to move-out instructions). This includes having the carpet professionally cleaned after you have vacated the home but before the move-out walk-through (or surrender of the home). You must provide management with a receipt for this service. Cleaning issues will NOT be considered as normal wear under any circumstances. You are to leave the home in the condition in which you received it (as documented on your Move-In Inventory). You are responsible for any damages to the home and property. If the home is not satisfactorily cleaned, has trash/abandoned items, or has damage, appropriate charges will be deducted from your security deposit.

#### **General:**

- All walls should be washed with marks removed
- Nails/screws should be removed from walls
- Holes and/or chips in walls, doors, trim work, and ceilings should be filled/patched & painted appropriately (should not be visible)
- Any touchup completed by resident should be done in an appropriate manner (owner's discretion)
- Vents & return air should be cleaned
- All switch plates and outlets should be cleaned
- Blinds should be cleaned
- Lightbulbs should be replaced where needed with appropriate wattage, size, and type bulbs
- Light covers should be removed from fixtures and cleaned
- Carpet has been professionally cleaned to R&M Property Management's standards

#### **Kitchen:**

- Shelves inside of cabinets need to be cleaned and free of stains
- Cabinet doors/trim should be cleaned and free of stains (don't forget kickplates)
- Drawers should be cleaned and free of stains inside and out
- Dust top of cabinets
- Oven should be completely cleaned (including broiler pans, shelves, and door)
- Stovetop, panel, and dials should be cleaned completely
- Drip pans must be cleaned completely or replaced
- The surface under the drip pans must be cleaned completely
- Clean under and behind Stove/oven
- Exhaust fans and filters should be cleaned completely (free of all grease and dirt)

- Fridge must be empty and cleaned completely, don't forget in/under drawers (free of smells)
- Freezer must be empty and cleaned completely (free of smells)
- Clean behind and under the refrigerator (including kickplate, and vent)
- DO NOT DEFROST/UNPLUG/TURN OFF when leaving!
- Replace refrigerator filter if needed
- Dishwasher should be wiped out and sanitized – including inside of the door (and free of residue)
- Garbage disposal should be cleaned completely and sanitized (vinegar ice cubes work great)
- Clean inside and outside of microwave – including door, under, and filters
- Clean all counters (top, side, and under ledge)
- Clean sink and faucet fixtures
- Clean light fixtures and covers
- Replace lights if needed
- Clean all switch plates and outlet covers
- Clean walls – including ceiling, corners, trim work, and baseboards
- Sweep and mop all tile floors
- Clean doors and around frames

### **Living Room:**

- Clean fan and light fixture
- Replace bulbs as needed
- Clean all electrical outlet covers
- Vacuum carpet (special attention to edges by baseboards)
- Clean baseboards
- Clean walls, ceiling, and corners
- Clean windows – including window sills and tracks
- Clean blinds
- Clean all vents

### **Bathrooms:**

#### **M 2**

- Vanity/cabinets/drawers should be empty and completely cleaned – including shelves/doors/trim
- Tub/shower should be cleaned completely and sanitized (free of stains and chips)
- Showerhead should be completely clean and free of stains & calcium
- Exhaust fans should be completely cleaned
- Clean walls, ceilings, and corners
- Clean baseboards
- Clean towel bar
- Clean light fixtures and covers
- Replace light bulbs as needed
- Clean switch plates and outlet covers
- Clean mirror
- Toilet should be completely cleaned and sanitized inside and out
- Sweep, mop, and sanitize floor
- Clean door and frame
- Clean vents

## **Bedrooms:**

### **M 2 3 4**

- Clean fan, light fixtures, and covers
- Replace bulbs as needed
- Clean walls, ceiling, and corners
- Clean baseboards
- Clean doors and frames
- Clean out closet and wipe down shelves, bar, wall, ceiling, and trim work
- Clean switch plates and outlet covers
- Clean windows – including sills and tracks
- Make sure window screens are in optimal condition
- Clean all vents and return air registers
- Replace return air filter
- Vacuum carpet (special attention to edges by baseboards)
- Carpet should be free of any furniture indentations

## **Hallways:**

- Cabinet doors/trim should be cleaned and free of stains (don't forget kickplates)
- Dust top of cabinets
- Clean light fixtures and covers
- Replace bulbs as needed
- Clean walls, ceiling, and corners
- Clean baseboards
- Clean doors and frames
- Clean out closet and wipe down shelves, bar, wall, ceiling, and trim work
- Clean switch plates and outlet covers
- Clean all vents and return air registers
- Replace return air filter
- Vacuum carpet (special attention to edges by baseboards)

## **Laundry Room:**

- Cabinet doors/trim should be cleaned and free of stains (don't forget kickplates)
- Dust top of cabinets
- Clean light fixtures and covers
- Replace bulbs as needed
- Clean walls, ceiling, and corners
- Clean baseboards
- Clean doors and frames
- Clean out closet/pantry and wipe down shelves, bar, wall, ceiling, and trim work
- Clean switch plates and outlet covers
- Clean all vents and return air registers
- Room and attachments should be free of lint, stains, and/or damage
- Clean W/D attachments
- Sweep and mop all tile floors

**Garage Area:**

- Garage should be free of trash and all debris
- Sweep/wash garage floor and driveway – should be free of stains!
- Empty out and clean water heater closet
- Clean walls, ceiling, and corners
- Clean baseboards
- Clean doors and frames
- Clean out belongings and trash from attic
- Replace bulbs in attic, garage and driveway if needed

**Yard Area:**

- Yard should be clear of weeds
- Yard should not have dead spots, holes, or signs of damage/neglect (owner's discretion)
- Sprinkler system should be in optimal working order
- Remove all personal items and garbage (and animal feces)
- Mow (short) and edge the front, back, and side yards as well as the alley (and around meters)
- Clean off back patio – including ceiling, walls, windows, door, trim, and floors (no stains!)
- Clean off front porch – including ceiling, walls, windows, door, trim, and floors (no stains!)
- Clean front and back light fixtures and replace bulbs if needed
- Fence needs to be in optimal condition and cleaned

**Other:**

- Replace return air filters
- Replace batteries in smoke/carbon monoxide detectors if needed
- Anything you installed must be removed.
- All damage to the home must be repaired appropriately and be undetectable
- Have alarm service TURNED OFF before surrender of dwelling
- Satellite/cable attachments must be removed
- Have mail transferred to new address through the post office (mail will not be forwarded by us)
- Have utilities switched back to R&M property management on day after move-out (any charges for utilities while you still have possession of the home, or while your lease is in effect, as well as reconnect fees if utilities are shut off, will be deducted from the deposit)

**\*\*This is a guideline and not intended to be all inclusive. If you have any questions, please contact management. \*\***

Move-out Walk-through:  Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

Resident attended: \_\_\_\_\_

Waived/denied by resident \_\_\_\_\_

**Resident:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**R&M Property Management:** \_\_\_\_\_

**Date:** \_\_\_\_\_