



Move In/Move Out Cleaning Checklist

Owner is responsible for providing ensuring home is in satisfactory condition prior to renting. In order to ensure the condition of the property and to receive the best market price the following items must be addressed.

General

- Clean all windows, window sills and blinds
- Clean inside and outside of all doors, include bathroom, bedroom and main doors
- Dust all walls and baseboards, ensure free of dust and hair
- Clean out fireplace, if applicable
- Clean hard surface floors with appropriate products, to include hardwood, vinyl, tile, etc.
- All carpets must be professionally vacuumed and cleaned after furniture is moved out, under furniture for furnished units (**receipt must be provided**)
- Clean all light fixtures and replace any burnt out bulbs
- Replace air filter for the HVAC system
- Dust and clean all ceiling fans
- All items must be removed from wall; small picture holes do not need to be patched; large holes need to be patched, and entire wall painted to match existing color

Entrances/Garage/Screened Porch/Sunroom

- Sweep and remove any debris from walkway, front entrance, patio deck and garage
- Sweep and clean garage/door/windows/ceiling fans/cobwebs
- Clean glass-in/out in storm door and/or sliding glass door
- Remove all trash

Kitchen

- Clean all surfaces, counter tops, etc.
- Clean all cabinets and drawers inside and outside
- Remove any shelf paper, leaving no adhesive

Refrigerator

- Clean outside/top/inside of refrigerator including in and under the vegetable drawers
- Move refrigerator out from wall and clean underneath. Do not turn off
- Clean freezer, remove ice; Leave Ice Maker in the OFF position

Stove

- Clean inside of oven, under elements (if applicable), pan drawer, exhaust fan and hood
- Clean outside of stove and replace drip pans (if applicable)

Bathrooms

- Clean bathtub, to include inside and outside. We can provide you options to remove dinginess but suggest professional cleaning
- Clean sink, door, fixtures, toilet, inside/outside of drawers/cabinets and mirror/baseboards
- Clean exhaust fans of any dust
- Replace any burnt out bulbs



Laundry/Utility Room

- Washer and dryer need to be cleaned, to include vent for dryer
- Clean behind and under the machines if they can be removed
- Clean shelving, cabinet doors
- Clean baseboards
- Replace any burnt out bulbs
- Dust wall to remove cobwebs and lint

Yard Area

- Lawn should be mowed, edged and weeded at time of move out
- Beds should be weeded
- Patches of dirt need to be repaired if caused by the tenant
- Yard must be free of all animal waste

Trash/Furniture: All trash and furniture must be removed from the property, if unit is being leased unfurnished. Tenant is responsible for removing, if Real Living Home Realty Group must remove any trash or property there will be a **\$100 fee deducted from your security deposit.**

Furnished Units: All furniture that was in the home at move in must be in the home at move out. If not, tenant will be billed for replacement cost of each missing piece. No consideration will be given for age or condition of the missing furniture; you will be billed for a new piece. You may request a copy of the inventory checklist to locate furniture and attempt to reconcile any missing items. Be sure to clean under all furniture, all furniture must be wiped down; to include inside drawers and furniture upholstery must be professional cleaned (receipt must be provided).

Unfurnished Units: Tenant must remove all personal items from the property. Any personal items left behind will be considered abandoned and become property of the owner or disposed of immediately by a cleaning subcontractor. A fee will be assessed up to **\$350 (depending on how much is left behind) from your security deposit**

Security Deposit Refund: Once you have completely moved out, the Property Manager will complete a "Move Out Inspection". Any repairs or cleaning not completed at the time of the Move Out Inspection are the responsibility of the tenant and will be paid for with security deposit. Your security deposit refund will be processed within 30 days of your move out if the property was not damaged, all rent has been paid and the unit has been properly cleaned. If damage to the unit, unpaid rent or unit not properly cleaned the cost will be deducted from security deposit. If the amount is more than your security deposit you will be contacted to pay the remaining portion, for which you will be contacted via Certified USPS mail. Please consult your lease agreement for additional information. **Refunds will not be given the same day as move out. No Exceptions!**

Utility Notifications: Be sure to contact the utility companies and ask them to disconnect your service on the first day of the following month, if the last day falls on the weekend or holiday schedule to have turned off on the next business day. **All utilities must stay on until the end of the lease and for inspection. Turn off will be the 1st the following month.** Don't forget to submit a change of address form to have your mail forwarded to your new address. If turned off during inspection **\$100 fee** will be assessed for reinspection.

Owner Name

Owner Signature

Property Manager Signature

Date