

Tenant Duty Checklist

Vacating and Cleaning Instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform the items on this checklist.

KITCHEN

Walls: Wipe down all surface's walls and doors and remove all nails in walls.

Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.

Light Fixtures: Wipe down all light fixtures and replace burnt out light bulbs.

Windows: Wipe down & clean all windows, including tracks and windowsills.

Blinds: Dust and wipe down all blinds. Replace any broken blinds.

Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.

Refrigerator/Freezer: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and outside of refrigerator. Return shelves and drawers to proper positions.

Oven/Stove: Oven: Clean racks and inside of oven to completely remove all stains. **Stove:** Wash down all surfaces of stove and stove top, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.

Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including the door seal.

Microwave: Wash down inside and outside of microwave.

Sink/Fixtures: Clean sink, drains and faucets.

Countertops: Clean all countertops and backsplash, including edges and corners.

Floors: Sweep, mop, and wipe down all floor surfaces, including underneath refrigerator and stove.

LIVING ROOM/DINING ROOM/OFFICE/RECREATION ROOM/CLOSETS

Walls: Wipe down all wall surfaces and doors to remove smudges. Remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.

Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.

Light Fixtures: Wipe down/Wash all light fixtures and replace burnt out light bulbs.

Windows: Clean out all windows, including tracks and windowsills.

Blinds: Dust and wipe down all blinds. Replace any broken blinds.

Shelves: Wipe down all shelf surfaces and remove all trash and personal belongings.

Stove/Fireplace: Clean inside and out.

Floors: Sweep, mop and wipe down hard floor surfaces. Vacuum all carpet surfaces.

BATHROOM

Walls: Wipe down all wall surfaces and doors, remove all nails.

Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.

Light Fixtures: Wipe down/Wash all light fixtures and replace burnt out light bulbs.

Windows: Clean out all windows, including tracks and windowsills.

Blinds: Dust and wipe down all blinds. Replace any broken blinds.

Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out. Clean mirror.

Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.

Countertops: Clean all countertops, including edges and corners.

Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.

Toilet: Completely clean all surfaces of the toilet, including inside, and outside.

Floors: Sweep, mop and wipe down all floor surfaces. Be sure to get into the corners and behind/around the toilet.

GARAGE/OUTBUILDINGS/LANDSCAPING

Remove all personal belongings and trash from the property

Sweep shelves and floor surfaces of all garages and outbuildings.

GENERAL MAKE-READY

Ensure all smoke detectors are accounted for and have a working battery.

Ensure carbon monoxide detector is accounted for and has a working battery.

Ensure all damages have been repaired or let the property manager or landlord know of any issues.

Ensure all personal property and trash is removed from the property.

After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.

When you have completed this checklist and have done your final walk-thru of the property, please give us a call to arrange returning your keys.

We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future.

Thank you!