



## **PROPERTY MOVE-OUT GUIDELINE**

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. In order to accomplish these goals, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated, and to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and the charges for such services will be deducted from your security deposit.

### **IMPORTANT:**

Please deactivate **AUTO-PAY** in your tenant portal, and schedule a **ONE-TIME** payment for your final month of rent if your rent will be prorated. If this is not done, your full rent will automatically be charged.

***THIS IS YOUR RESPONSIBILITY!***

### **PLEASE NOTE:**

- Your security deposit does **NOT** apply to your last month's rent.
- You are to be moved out of the home by **NOON** on the last day of your lease.
- You are required to return the home empty and in a clean condition. **Cleaning issues will NOT be considered to be normal and/or wear, under any circumstances whatsoever.**
- Everything must be out of the property to do the move-out inspection.
- It is not the time during this inspection to complete items on this guideline.
- Leave all nails and screws in the walls. **DO NOT** attempt to patch or paint over any holes in the walls. We will not charge for filling nail holes unless they are large or there is an unusual quantity.
- As required by your rental agreement, you will be responsible for the cost of a **professional carpet cleaning**, which shall be performed after you have completely moved out. We encourage you to have this service scheduled and performed on your own, however, you will need to provide a receipt showing the carpet was **professionally** cleaned. Renting a cleaner or using your personal carpet cleaner is **NOT** sufficient. If you have pets, a pet treatment will need to be done as well.
- Clean inside and outside of all doors.
- Clean all switch plates and wall plates.
- **NOTE: In the event you do not leave the home in a rent ready condition upon vacating, a \$100 coordination fee (plus GRT), will be withheld from your security deposit.**

### **General:**

- Remove all cobwebs from walls and ceilings.
- Floor, wall and/or ceiling vents should be vacuumed and/or washed.
- Clean all electrical plates.
- Vacuum all carpet including edges and corners by baseboards.
- All baseboards should be wiped throughout the home.
- Floors in the kitchen, bath, and any other hard surface should be scrubbed.
- Fireplace(s) should be clean of all debris, including ashes and the chimney swept.
- Drapes should be vacuumed throughout.
- Blinds should be cleaned throughout.
- Light bulbs should be replaced where needed throughout the entire home and garage (including fridge, vent hood, oven, microwave, etc.). Light bulbs need to match and be the correct type.
- Everything must be removed from closets (including coat hangers) and shelves need to be cleaned.
- Clean ceiling fan blades and draperies.
- Empty and clean out storage units and/or garage, deck or patio.
- Replace any dead smoke detector batteries.
- Replace furnace filter, if applicable.
- Replace garage remote/keypad batteries if necessary.
- Remove all paper towel holders, adhesives (if you installed them).
- Remove all hooks, ceiling hooks, mounted mirrors, etc. that you installed.
- Washer and Dryer need to be wiped down and be free of dust, hair, residue, etc. Inside of the washer, where detergent and softeners are put, need to be cleaned out. Lint traps need to be cleaned.
- Clean behind the washer and dryer.
- For properties with carpet, professional carpet cleaning is required (with proof by receipt from the vendor). Pet treatment is also required for properties with carpet and animals (with proof by receipt from the vendor).

### **Kitchen (When moving mobile appliances, please be careful not to damage floors)**

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panel and dials.
- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned (Drip pans will be replaced at your expense if they don't come clean).
- Clean under and behind the stove.
- Exhaust fans and overhead light should be free from grease and dirt, including filters.
- Dishwasher should be wiped out, including around the inside of the door.
- Garbage disposal should have ice cubes run through it.

- Cabinets and drawer fronts cleaned.
- Clean the inside and outside surface of the microwave, including the underside filter.
- Defrost the freezer, if applicable, and remove any water. **DO NOT TURN OFF FRIDGE WHEN VACATING.**
- Clean inside the refrigerator and under drawers.
- Clean under and behind the stove.
- 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. Wash if needed.
- Clean all walls, including ceilings and corners.
- Mop floor
- Wipe down all the woodwork.
- Clean doors and around frames.

### **Living Room:**

- Clean light fixtures and covers.
- Clean walls, ceilings and corners.
- Clean windows, window sills and tracks.
- Clean doors and around door frames.
- Remove any cobwebs.
- Mop floor and/or professionally clean carpet.

### **Bathroom(s):**

- Tiles should be washed and grout cleaned.
- The Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink and toilet should be cleaned and sanitized.
- Glass doors, if applicable, should be cleaned of all soap scum and water spots removed.
- Exhaust fans should be cleaned.
- Clean bathtub, shower walls and fixtures.
- Wipe down towel racks.
- Thoroughly clean the toilet inside and out, all surfaces.
- Wipe down all countertops.
- Clean and wipe out all drawers.
- Clean light fixtures and covers.
- Clean walls, ceilings and corners.

- Remove any cobwebs.
- Clean windows, window sills and tracks.
- Clean doors and around door frames.

**Bedroom(s):**

- Clean light fixtures and covers.
- Clean walls, ceilings and corners.
- Remove any cobwebs.
- Clean windows, window sills and tracks.
- Clean doors and around door frames.
- Mop floor and/or professionally clean carpet.
- **Yard Area (If applicable):**
- Weed all yard
- All pet feces to be picked up
- Fill in any holes
- Needs to be free of leaves, sticks and other debris
- Mow and edge the lawn, if applicable
- Remove all personal items and garbage
- Gutters need to be free of debris
- Hoses must be put away neatly
- Exterior must be free of cobwebs

**Garage and/or Storage Area (if applicable):**

- All trash needs to be removed from the premises
- Clean any oil stains from the floor using appropriate cleaner
- Sweep floor
- Deprogram your built-in car garage door opener remote (if applicable)
- **Septic (if applicable):**
- Tenant will also be responsible for having the system pumped at move out and will be required to provide a receipt by 12pm on your last day. Failure to provide a receipt will result in HomeVault having the system pumped at the Tenant's expense.

**Yard Area:**

- Weed all yards.
- All pet feces to be picked up.
- Fill in any holes.
- Mow and edge the lawn, if applicable.
- Remove all personal items and garbage.

**SEPTIC (If Applicable)**

• Tenant will also be responsible for having the system pumped at move out and will be required to provide a receipt. Failure to provide a receipt will result in ICPM having the system pumped at the Tenant's expense.

**Other:**

- All light bulbs must be working, the correct type and must match in finish, hue, brightness & shape (this will vary in different areas throughout the home)
- Air conditioner units must be free of debris (if applicable)
- Pest/bugs are tenant responsibility (if at the move out inspection there are active wasp nests, rodents or a large amount of insects at the property this will be charged back to the tenant if we need to send pest control out).

**\*\*\*This list is for reference only and not intended to be all-inclusive\*\*\***