

MOVE OUT CHECKLIST

- ✓ THE FOLLOWING MUST BE COMPLETED PRIOR TO YOUR MOVE OUT INSPECTION TO HELP US RETURN YOUR DEPOSIT WITHOUT ANY CHARGES
- ✓ CLEANING ISSUES WILL NOT BE CONSIDERED NORMAL WEAR AND TEAR
- ✓ ALL CARPETS MUST BE PROFESSIONALLY STEAMED CLEANED AND A PAID RECEIPT PROVIDED AT MOVE OUT

RECOMMENDED CARPET CLEANING COMPANIES GIVING DISCOUNTED RATES:

BIO FRESH 618.343.0168

EXTREME CLEAN 618.520.6175

**FOR PROFESSIONAL CLEANING SERVICES, CONTACT MAINTENANCE AT
618-624-4610 PROMPT 3**

GENERAL CLEANING

Remove cobwebs from walls, ceilings, baseboards, doors, door frames, closets, shelves, etc.	Remove scuff marks, crayons, marker, food etc from walls, light switches. Can use Magic Eraser or comparable product.
Remove nails from walls	Dust & clean ceiling fans
Clean all light fixtures, light switches, outlet covers, registers, vents & baseboards	All smoke & CO detectors must have working batteries
Window & patio doors cleaned, including sills and tracks.	Fireplace cleaned out & vacuumed (if applicable)
Washer & Dryer cleaned inside & out including filters (if applicable)	All non-carpeted floors cleaned, including corners, edges & baseboards
Replace furnace filter	All lights must have working bulbs

KITCHEN

Oven cleaned inside & out including oven racks & broiler pans	Stovetop cleaned including display panel, drip pans & dials
Floor cleaned under dishwasher & refrigerator	Dishwasher cleaned inside & outside, including inside of door
Microwave cleaned inside & outside including underside. Clean filter.	Refrigerator cleaned inside & outside, back coils vacuumed. DO NOT TURN OFF REFRIGERATOR.
Exhaust fans & overhead lights free from grease & dirt. Clean filter.	Clean all countertops
Clean sink & faucets, removing any water spots, calcium, lime, rust and soap scum.	Cabinets & drawers - remove all shelf paper, clean inside, outside & fronts.

BATHROOMS

Vanity & medicine cabinets front, sides, & shelves cleaned	Countertops cleaned
Mirrors cleaned	Towel bars cleaned
Tubs, showers walls, sinks, faucets, ceramic tile, glass doors cleaned removing any water spots, calcium, lime, rust and soap scum.	Exhaust fans cleaned
Toilet cleaned inside, outside including bottom	Floors thoroughly cleaned, including baseboards and behind toilet

EXTERIOR

Remove all personal items	Remove all garbage
Mow & trim yard	Weed & Trim landscaped areas
Remove all debris including leaves & limbs	Sweep patio, deck and storage areas

GARAGE

Remove all personal items	Remove all garbage
Sweep Floor	Remove all cobwebs
Clean oil stains from floor using appropriate cleaner	