

# 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 every item on this checklist. Also enclosed is an Itemized List of Common Deposit Deductions for your reference. After you complete the checklist completely, your Disposition of Deposit and refund will be returned to you within 14 days. Before moving, please remember to leave your forwarding address on the enclosed Forwarding Address Form.

### KITCHEN

- **Walls:** Wipe down all wall surfaces and doors, 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 door knobs.
- **Light Fixtures:** Wash all light fixtures and replace burnt out light bulbs.
- **Windows:** Clean all windows, including tracks and window sills.
- **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

- **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 door knobs.
- **Light Fixtures:** Wash all light fixtures and replace burnt out light bulbs.
- **Windows:** Clean all windows, including tracks and window sills.
- **Blinds:** Dust and wipe down all blinds. Replace any broken blinds.
- **Shelves:** Wipe down all shelf surfaces.
- **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 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 door knobs.
- **Light Fixtures:** Wash all light fixtures and replace burnt out light bulbs.
- **Windows:** Clean all windows, including tracks and window sills.
- **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.

## **CLOSETS**

- **Walls:** Wipe down all wall surfaces and doors, 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 door knobs.
- **Light Fixtures:** Wash all light fixtures and replace burnt out light bulbs.
- **Shelves:** Wipe down all shelf surfaces, including rods.

## **GARAGE/OUTBUILDINGS/LANDSCAPING**

- Remove all personal belongings and trash from the property
- Sweep shelves and floor surfaces of all garages and outbuildings.
- Mow and weed eat lawn. Dispose of grass clippings.
- Remove all weeds from the flower beds.

## **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.
- 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.
- Please leave garage door openers in the kitchen.
- 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.

Your carpets will be professionally cleaned after you have returned 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!*