



TENANT MOVE-OUT CHECKLIST

PROPERTY ADDRESS: _____ TENANT NAME: _____

NAME OF PERSON COMPLETING THIS FORM: _____

MOVE-OUT DATE/TIME: _____

You may deliver this checklist and the items noted within to our office at 19210 Huebner Road, Suite 205 -OR- you may package the checklist and other items and either leave the package in our drop box labeled Wakefield, REALTORS located near the left entry of our building by midnight on or before your scheduled move-out date -OR- make advance arrangements with our office to leave the package in the property when you move out.

____ KEYS RETURNED: # _____

____ REMOTES RETURNED: # _____

____ FORWARDING ADDRESS PROVIDED: WHEN _____ HOW _____

____ PAYLEASE AUTOMATIC PAYMENT CANCELLED (IF APPLICABLE)

If you pay your monthly rent on-line through PayLease and you have set-up your account with the Automatic Payment option, you must cancel it after your last rent payment has been made in order to prevent subsequent transactions.

CARPET CLEANING:

____ I REQUEST THAT WAKEFIELD, REALTORS HAVE THE CARPET CLEANED

For general cleaning and deodorization, rate is 20 cents per square foot; if carpet is heavily soiled, a scrubber brush method will be required at a rate of 36 cents per square foot. If you have had a pet during your residency, a pet enzyme treatment will also be performed at an additional cost that will vary based upon the affected areas and whether it is only dander or dander and urine/feces.

____ I HAD THE CARPET PROFESSIONALLY CLEANED AND RECEIPT IS ENCLOSED

CAUTION: Please understand that the carpet must be professionally cleaned and deodorized, and if you have a pet, a pet enzyme treatment is also required. **You must provide a receipt itemizing services performed, and there must be visible evidence that the carpet has been professionally cleaned, stains have been treated, and carpet must smell clean and fresh.** If we have to re-clean the carpets to achieve this result, we will have to deduct the cost from your security deposit, even if a receipt has been provided. As a guideline, our vendors utilize a truck mounted steam wand for general cleaning and deodorization and a scrubber brush method for carpet that is heavily soiled. Please make certain that the services you have performed are comparable to ensure that you receive no additional charges.

HOUSE CLEANING:

____ I REQUEST THAT WAKEFIELD, REALTORS PERFORM A GENERAL CLEANING SERVICE (\$90 to \$150 based upon size)

CAUTION: Please do not leave trash within the home and understand that if the home requires more than a general cleaning service to restore it to the pre-move-in condition, the cleaning charge will increase accordingly. General cleaning covers all items listed below, assuming all trash has been removed and that there is no heavy scrubbing required due to build-up on floors or in the kitchen (including appliances) and bathrooms.

____ I HAVE CLEANED THE HOME TO ITS PRE-MOVE-IN CONDITION. THE FOLLOWING ITEMS HAVE BEEN CLEANED:

KITCHEN:

____ SINK (CLEAN, SANITIZE, AND SHINE FIXTURES)

____ COUNTERTOPS (WIPE CLEAN AND SANITIZE)

____ CABINETS AND DRAWERS (PULL OUT, WIPE CLEAN INTERIOR AND EXTERIOR)

____ APPLIANCES: REFRIGERATOR, STOVE, OVEN AND DISHWASHER (CLEAN INTERIOR AND EXTERIOR AND

PULL APPLIANCES OUT TO CLEAN UNDERNEATH, TOP, AND BEHIND)

____ FLOORS (SWEEP, MOP, SCRUB AS NEEDED TO REMOVE BUILD-UP)

____ PANTRY AREA AND SHELVES (CLEAN, SANITIZE)

BATHROOMS:

____ SINK (CLEAN, SANITIZE)

____ BATHTUB/SHOWER (SCRUB, CLEAN, SANITIZE)

- ___ SHOWER GLASS AND DOORS (CLEAN, SANITIZE)
- ___ COMMODE/TOILET (CLEAN, SANITIZE)
- ___ CABINETS AND DRAWERS (PULL OUT, WIPE CLEAN INTERIOR AND EXTERIOR)
- ___ MIRRORS (CLEAN)
- ___ FIXTURES (CLEAN, SANITIZE, SHINE)
- ___ LIGHT FIXTURES (DUST, WASH OUT GLOBES)

ALL AREAS THROUGHOUT THE PROPERTY:

- ___ HIGH AND LOW DUSTING (REMOVE COBWEBS, CORNERS, BLINDS)
- ___ VENTS (DUST AND WIPE)
- ___ CEILING FANS (THOROUGHLY DUST BLADES AND WIPE DOWN FAN)
- ___ LIGHT SWITCHES (CLEAN, SANITIZE)
- ___ LIGHT FIXTURES (GLOBES AND OTHER DOMES ARE TAKEN OFF WASHED, DRIED, AND REPLACED)
- ___ BASEBOARDS (WIPE CLEAN)
- ___ DOORS AND DOOR FRAMES (INTERIOR, EXIT AND ENTRANCE – WIPE CLEAN BOTH SIDES)
- ___ DOORKNOBS (CLEAN, SANITIZE)
- ___ STAIRWELLS (DUST, WIPE AND SANITIZE HANDRAIL, VACUUM)
- ___ CLOSETS, SHELVES AND RODS (DUSTED)
- ___ FIREPLACE (CLEAN, DUST AROUND MANTLE, HEARTH, SCREEN, ETC.)

FLOORS:

- ___ WOOD (DUST AND MOP WITH APPROPRIATE WOOD CLEANER)
- ___ TILE - (SWEEP, MOP, SCRUB AS NEEDED TO REMOVE BUILD-UP)
- ___ CARPET (VACUUM; INCLUDE EDGES, HARD TO REACH AREAS)
- ___ MATS (REMOVE)

INTERIOR OF WINDOWS:

- ___ SILLS (WIPE CLEAN)
- ___ BLINDS (DUST, WIPE CLEAN)
- ___ GLASS (CLEAN)
- ___ FRAMES AND LOCKS (WIPED DOWN)

UTILITY CLOSETS:

- ___ A/C AND HOT WATER CLOSET (SWEEP OUT, WIPE DOWN)

EXTERIOR:

- ___ FRONT AND BACK LIGHT FIXTURES (CLEAN FIXTURES, WASH OUT GLOBES)
- ___ PORCHES AND PATIOS (SWEEP, MOP AS NEEDED, REMOVE NESTS, WEBS, ETC.)
- ___ MATS (REMOVE)

GARAGE:

- ___ FLOOR (SWEEP INCLUDING BASEBOARDS)
- ___ REMOVE COBWEBS, ETC. FROM CEILINGS
- ___ SHELVES AND SINKS (CLEAN IF APPLICABLE.)

STOVETOP DRIP PANS:

- ___ I REQUEST THAT WAKEFIELD, REALTORS REPLACE THE STOVETOP DRIP PANS (\$25)
- ___ I HAVE REPLACED STOVETOP DRIP PANS

ALARM SYSTEM:

- ___ I HAVE DEACTIVATED THE ALARM SYSTEM AND CODES HAVE BEEN PROVIDED TO WAKEFIELD, REALTORS.

YARD MAINTENANCE:

- ___ I MAINTAINED THE YARD ON _____

AIRCONDITIONING FILTER(S):

- ___ I HAVE CHANGED THE AIRCONDITIONING SYSTEM FILTER(S)

POOL/SPA SERVICED (ONLY IF APPLICABLE):

- ___ THE POOL/SPA WAS SERVICED ON _____

BEFORE LEAVING THE HOME, PLEASE MAKE SURE THE HOME IS SECURED AND THAT ALL KEYLESS DEADBOLTS ON EXTERIOR DOORS ARE UNLOCKED.

I acknowledge that the above referenced items are applicable as indicated.

Signature of Tenant

Date