

**Move-Out Checklist**

\_\_ Return all house keys (Leave on counter with front door unlocked)

\_\_ Return all mail keys (Leave on counter)

\_\_ Return garage door opener (Leave on counter)

**Forwarding information:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your expected move out date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following checklist is provided so that you understand what is expected to ensure your best chances of a full deposit refund. Any costs taken out are due to:

* Unpaid rent and late fees
* Cleaning costs
* Key replacement costs
* Cost for repair or damages

**Everywhere:**

* Take all nails and screws out of the walls and ceiling.
* Dust the ceiling fixtures.
* Make sure there is a working light bulb in every socket.
* Dust all ledges.
* Clean the windows.
* Clean the door knobs and doors.
* Clean all light switches and outlets.
* Clean the walls and baseboards.
* Vacuum.
* Get rid of all cobwebs.

**Bathrooms:**

* Get soap scum off the bathroom tiles and tub/shower and bleach the grout.
* Clean out the bathroom drawers and vanity, making sure you get all the hair out (and remove any liners).
* Clean the toilet, sink, countertop and finally the floor (sweep and mop).
* Clean the mirror.
* Vacuum out the surface of the exhaust fan if super dusty.

**Kitchen:**

* Clean out all cabinets and liners.
* Wash the front of the cabinets.
* Clean and disinfect all countertops.
* Clean and shine up the sink and faucet.
* Scrub the refrigerator inside and out. Remove all shelves and clean separately if necessary.
* Scrub the oven inside and out. Remove shelving, drip pans and burners.
* Clean out the dishwasher if you have one.
* Clean exhaust fan if needed.
* Remove all appliances and sweep behind them.

**Bedrooms/Living Room:**

* Dust, sweep, vacuum and mop.

**Garage/Porch Areas:**

* Should be completely empty and swept.

Contact White Fir Properties with any questions or concerns.

Regards,

Zia Norby

Property Manager

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