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: _____

_____

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,

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