



## MOVE OUT CHECKLIST

When you assumed residency you found your home ready to occupy. We ask that you leave it in "market-ready condition" when you vacate by complying with the following:

Listed are the areas to be cleaned upon move-out. Any cleaning required will be completed at a minimum cost of \$30.00 per hour.

### KITCHEN

#### Stove

- Clean/wash stove top, drip pans, rings & drawers
- Clean oven including racks and broiler pan
- Pull stove away from wall, clean back, sides floor underneath
- Clean hood fan & filter

#### Fridge

- Pull fridge away from wall, clean back, sides & floor underneath
- Clean the rubber door seal
- Clean refrigerator including storage bins & racks

Note: Do not unplug or shut off fridge

#### Cabinets & Drawers

- Wash inside/outside/top including handles & knobs

#### Dishwasher

- To be thoroughly cleaned & all soap residue, include seals, knobs, hinges, soap dispenser & soft food disposal

#### General

- Clean/wash sinks, taps & countertops. Leave stoppers

### BATHROOMS

- Clean/wash: toilet, bathtub, sink, ceramic tiles, taps, Mirrors & ceilings (except where textured). Leave Stoppers
- Clean/wash medicine cabinet & vanity
- Clean/wash fan

### CLOSETS/STORAGE

- Clean/wash all shelves & brackets

### YARD / PATIO / BALCONY / PORCH / GARAGE / ETC (as applicable)

- Remove debris & ashes, sweep/vacuum clean
- Clean exterior light fixtures & replace burnt bulbs
- Clean out flower beds or garden patches
- Clean/tidy front and/or backyards
- Pick up pet feces
- Clear snow from balconies/patios, steps & sidewalks (seasonal)
- Trim lawn appropriately (seasonal)

### BASEMENT (AS APPLICABLE)

- Thoroughly wash floors & stairs.
- Wipe down pipes, ducts, water heater & furnace, sweep walls & ceilings
- Replace furnace filter
- Clean light fixtures & replace burnt bulbs
- Replace batteries in smoke and/or CO2 Detectors /Alarms

### WASHER & DRYER (AS APPLICABLE)

- Wash doors (inside & out)
- Clean/wash inside & out including washer drum & lint filter

### GENERAL

- Clean light fixtures & fans & replace burnt bulbs
- Clean all window blinds
- Remove all nails/hooks/tape/stickers from walls/ doors (Cost of repairs resulting from oversize or excessive nails or hooks will be charged to the resident.) **Do not patch any holes!**



## GENERAL

- Wash all walls, doors, baseboards & trims.
- Wipe all electrical outlets & switches
- Windows & screens are to be cleaned inside and out, including sills and should be streak-free. Sliding windows are to be removed, tracks & frames cleaned before replacing cleaned windows.
- Floor vents/heating radiators must be removed, washed & replaced after ducting or fins has been vacuumed.
- All tile/linoleum floors to be thoroughly cleaned
- Laminate floors - damp mop with hot water using no detergents
- Vacuum all carpet areas & use edging tool @ baseboards
- **Professionally steam clean carpets in the entire unit (receipt required) Steam Cleaning charges will apply if the carpets are not professionally cleaned.**
- Remove all furniture & garbage. Garbage bins on property are for regular household waste only

## KEYS/CARDS

Keys/cards not returned are subject to the following charges

- Suite/Unit key(s) \$10.00 each
- Building key(s) \$25.00 each
- Mail key(s) \$10.00 ea
- Laundry key(s) \$20.00 ea
- Parking Pass \$10.00 ea
- Garage Opener \$100.00 ea

Do not give any keys/cards to incoming residents.

### Approximate Charges & Replacements

- \$75 Bathroom mirror replacement
- \$50 Screen repairs/replacements
- \$25 - \$100 ea Towel bar replacement
- \$50 per wall repair due damage
- \$350 per room repaint walls and trim
- \$250 per interior doors damaged or re-hung

- \$175 - per broken window pane
- \$50 per stain removal in carpet
- \$200+ Repair burn holes in carpet
- \$75 for 1 + \$10 for ea additional clean up yard flower beds or patios
- \$50+ Snow removing
- \$100+ Light fixture covers
- \$20+ Light bulbs/fluorescent tubes
- \$500 per vehicle to remove vehicles
- Cost plus Labor at \$50.00 per hour.

**IMPORTANT VACATING WARNING:** When vacating the property you must ensure that all windows and doors are CLOSED AND SECURED. YOU MUST MAINTAIN THE HEAT/AC AND ALL UTILITIES UNTIL THE END OF THE LAST DAY OF YOUR LEASE. During the cold weather months the thermostat must be set at no less than 68 degrees and during warm weather months the thermostat must be set at no more than 74 degrees. These precautions will prevent any damages (ie, frozen pipes) to the property for which you will be held financially liable.

## CLEANING SERVICES

If you wish the Landlord to arrange for one of our professional contractors to do the cleaning or carpet steam cleaning in your property please notify us in writing at least 2 weeks prior to move out.

### SOME HELPFUL HINTS TO MAKE YOUR CLEANING EASIER

**TOOTHBRUSH** Great for tight or hard to reach places. Use on toilet seat hinges, around sinks and taps, stove tops and light switches.

**MR. CLEAN MAGIC ERASER** Great for removing hard to get off marks. Black streaks in linoleum, stain on countertops and marks on walls.



**WALLS** Wash from the bottom up (no streaks) using 2 pails, 1 with a good cleaner and the other with clear rinse water, also 2 sponges and don't mix them up, also get a scotch brite scrubber (it is a fiber like blue pot scrubber). Wash the wall by beginning with a sponge in the wash water, wash a wall section (not too large so it won't dry) then go over with the scrubber lightly and then the other sponge and clear water rinse. Once you have washed the walls completely you can spot clean with a spray cleaner and sponge, scrubber or Mr. Clean Magic Eraser and rinse areas that get marked so it won't look like you just wiped here and there. MOST IMPORTANT IS THAT RINSE.

**FIXTURES** Take down all light fixture covers, many can be done in the dishwasher. Others should be done in the sink and rinsed well so that there is no soap residue.

**STOVE** Put several layers of newspaper down around the oven to protect the linoleum. Take out the broiler pan, drip trays, rings and racks and spray with oven cleaner and place in a sealed garbage bag. Also spray the oven cleaner on the oven wall, sides, top and floor, Let all set for at least 1 hour. Place drip pans, rings and the screen from the range hood in your dishwasher and fill both soap cups put through a full wash cycle. During this time use a good degreaser to clean the hood fan and scrub under the burners. If the top rack of the dishwasher comes out the oven racks will fit in corner wise and once again run the dishwasher through a full wash cycle with both soap cups full. During this clean the main part of the oven. Any spots which remain after items have been through the dishwasher should be easy to remove with an SOS pad. When the stove is all clean (don't forget the drawer underneath and the exterior) put everything back together and polish with a glass cleaner in a spray bottle with a paper towel and then buff with a dry paper towel like new. IF LEAVING THE STOVE FOR CLEANING, SPRAYING IN ADVANCE WILL SAVE TIME & MONEY!!

**FRIDGE** Wash out completely with very little mild soap and rinse, then polish with glass cleaner.

**DISHWASHER** Clean around the door and gaskets, empty the food disposal catcher and run through a short cycle with 1 cup of vinegar instead of soap. Then polish.

**WASHER/DRYER** Same as fridge. Don't forget to clean soap scum from under the lid and vacuum out the dryer lint trap.

**BATHROOMS** Tiles are done easiest with the scrubber and Spic and Span; use the edge of the scrubber for the grout lines. Un-tiled tub walls should be done with a non abrasive cleaner and a good quality sponge. Also use a white fiber bathroom sponge to clean around the soap dish, taps, toilet, sink and shower curtain bar. When all is done polish with a glass cleaner.

**CUPBOARDS/CABINETS** Wash and rinse the same as the walls. Don't forget the tops.

**FLOORS** Usually a sponge is all that is required but you may need the scrubber to remove scuff marks, be careful not to remove the finish, or let water pool on laminate wood floors.

**SCREENS** Remove carefully and rinse off in the shower.

**GARBAGE/UNWANTED GOODS** - If you will be leaving furniture or other large items at the property, we can dispose of it for you. Please let us know so we can discuss the cost.

DO NOT LEAVE TRASH OR FURNITURE ON THE CURB.