

Exit Checklist

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

IMPORTANT:

Most of the time we either have tenants scheduled to move in right away, or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date.

(Look for helpful hints in parentheses.) If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to detached homes and town homes. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

All of the following items are lease responsibilities except those noted, and not repaired, on your move in inspection. If you have any doubt, please call ahead of time to research the matter.

- **Please make sure we know your exact move out date, and more importantly, your forwarding address.**
- **There Are Three Receipts Required at Move Out:**
 - 1) **Carpet Cleaning if You Have Carpets. Deflea and Detick If You Have Pets**
 - 2) **Chimney Cleaning, If You Have a Wood Burning Fireplace: Even If You DID Not Use It, As When Not Used Mold Builds Up In The Chimney**
 - 3) **Gutters and Downspout Cleaning: The Last Cleaning Completed**

IF YOU DO NOT PRODUCE THESE AT MOVE OUT, WITHOUT A PROPER EXPLANATION, THEY WILL BE COMPLETED, AND YOU WILL BE CHARGED.

- Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc...etc... If you have removed any window treatments or area rugs, they must be put back in place for inspection.
- All non-carpeted floors should be free of stains, scratches, dust and debris; washed and waxed where wax is called for. Be careful with hardwood floors. If you have any doubt, please call us.

All carpeted floors should be free of stains, dust and debris, and must be **professionally** cleaned. In accordance with your lease, it must be an approved company, and a copy of the receipt must be handed in with keys. **(Please be aware when using inexpensive coupon specials, and especially pre-paying for them. More times than not, we end up having to reclean the carpets and it would be charged back to you. This should be completed last in order to avoid getting the carpet dirty while moving. If you had pets you must also have the carpets deodorized, and "defleaed & deticked". The carpet cleaners can do this. NEVER use bleach to remove stains on the carpet.)**

- All interior windows and sills must be clean. This includes the area between the window and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.
- All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.
- All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains. **(A light cleanser, such as "Soft Scrub" will take black marks off the walls.)**
- All walls must be free of large anchors. You are required to remove the anchors, patch and paint the wall(s). If you are unable to perform the restoration/repair to a professional level PPM will be happy to recommend a contractor for this work. A reasonable number of picture hooks or small nails are acceptable.
- All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along the bottoms of the walls.
- All air vent registers must be free of dust.
- All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned. **(Light globes can go in the dishwasher.)**
- All smoke detectors must be in working order, and will be tested. **(If it is beeping, you need to replace the battery. It takes a 9-volt square battery.)**
- All exhaust fans/vent covers should be in working order and free of dust and grease. **(Exhaust fan screens, and gas-stove burners can be washed in the dishwasher.)**
- Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside, and any shelf liner you installed, removed.
- Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. **(DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves.)**

- Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use oven cleaner in self-cleaning ovens.)**
- Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door. -- Some people tend to miss this.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean. **(Windex will enhance the appearance after being washed.)**
- Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.
- All bathroom floors and walls must be cleaned. This includes the grout and caulking. **(According to your lease, the cleaning of grout and caulk are your responsibility. If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked. Windex will enhance the appearance of tile after being washed, and will remove soap residues.)**
- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues. **(Windex will remove any residues. Stubborn stains and bath mat residues can be cleaned using spray oven cleaner. Leave sit for a few hours and rinse.)**
- All medicine chests, vanities, and drawers must be cleaned inside and outside, and shelf liners removed.
- **Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. Especially in-between ceiling beams of unfinished ceilings. Everyone seems to forget this!!**
- Furnace filters must be changed or if washable, then cleaned. **If you do not do this, you will be charged to service the furnace.**
- The fireplace must be cleaned. The chimney must be professionally cleaned. (Once per year, please keep receipt.)
- Washing machine must be wiped down and free of soap residues.
- Dryer must be wiped down and free of lint. **If we discover the lint trap filled you will be charged for a professional cleaning of the trap and hose.**

- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. **(Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals.)**
- If you are leaving cut firewood, please make sure it is **not** stacked against the house. **(Any firewood must be a minimum of 3 feet away from any building structure.)**
- If you have an oil tank, you must leave the tank full upon your departure, and provide a paid receipt.
- All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. **(Please be aware, leaves and yard debris are not considered mulch, unless finely ground.)**
- All grass must be free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
- All walkways, steps, and patios must be swept and free of weeds.
- If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up. **(Use Borax soap & water to clean it.)**
- If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.
- If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools are in their proper place. Old chemicals and paints should be discarded properly. **(Call your trash company for details.)**
- All garden tools must be cleaned, including BBQ grills.
- Gutters and downspouts must be free of leaves and debris. **(This is especially important. Should any water damage occur to the house because the gutters are full, you will be held responsible.)**

In addition, you should review clauses 13, 15, and 30 of your lease, so you will be familiar with your lease obligations prior to your move out.

Good luck with your move, and in your future home.