



## Tenant Vacating Checklist

Your move is coming up quickly and we hope you are excited about your new place. The last few weeks prior to moving out are no doubt busy and hectic; however there are some important details you will need to be aware of and take care of.

- ⇒ Please provide us the date you will be surrendering the property, along with your forwarding address.
- ⇒ All Utilities are to remain on and in your name until the final day of your tenancy or lease.
- ⇒ Oil heat is your responsibility to provide and exact tank measurement as to the level of oil remaining.
- ⇒ If Vacating in the winter months, you must set the thermostat at no less than 60 (sixty) degrees to help prevent pipes from freezing.

Our goal is to return 100% of your deposit. However, many tenants fail to return the property to the same condition as when they moved in. Remember that a high level of cleaning is expected when you move out. By closely following this checklist, you will ensure you are getting the maximum of 100% of your deposit returned to you. If you need any help or have any questions, make sure you contact us and we will be happy to provide you a list of any professional services.

✓	<b>All Rooms</b>	✓	<b>Kitchen</b>
	Any alterations you may have made must be returned to original condition unless otherwise agreed in writing.		Complete the "All Rooms" Checklist first.
	Ceilings, carefully brush down all cobwebs, dust, etc.		Clean, scrub oven including control panel, control knobs, racks, door, glass, broiler. Do not use over cleaners on Self-Cleaning ovens as it may damage the appliance.
	Ceiling fans, light fixtures, outlets, switch plates, knobs, fans, covers, face plates, etc...		Clean hood vent, under hood vent and filter.
	Clean around door knobs.		Clean drip pans. We strongly encourage you to replace all drip pans if necessary.
	Replace missing or burned out light bulbs, with similar matching light bulbs.		Clean and scrub all cabinets, drawers, shelves, counter tops and face, back splash, cutting board.
	Clean all doors, trim and baseboards.		Clean and scrub refrigerator and freezer inside and out. Including grill work on front, bottom and underneath. Replace filter if it has one.
	Clean all window sills, window tracks, sliding glass door tracks.		Leave refrigerator running, please do not disconnect or turn off.
	Clean inside all closets, shelves and wipe rods.		Clean and scrub microwave inside and out.
	Clean cabinets, face and shelves.		Clean and scrub dishwasher inside and out, including around the edges of the dishwasher door.
	Clean drawers, inside and out.		Clean and scrub sink and faucet.
	Clean stair rails and ledges.		Garbage Disposal should be running and free of debris.



Gently wipe walls as needed to remove smudges, handprints and dirt.	Clean and scrub and food, grease, smoke etc from kitchen blinds, walls, hood, etc.
Small nail holes should be left as is. More than 5 holes in any wall if beyond normal wear and tear and will need to be repaired by a professional. Larger holes, molly bolts, screws is considered beyond normal wear and tear and will be repaired by a professional at your cost. Minimum charge of \$75 to repair each wall back to original condition.	
<b>Living Room / Dining Room / Family Room / Bedrooms</b>	
Clean blinds and remove all debris, dust from each blind.	Complete the "All Rooms" Checklist.
Clean interior windows and screens up to eight (8) feet.	
All window treatments such as curtain rods, shades, blinds which were provided or included with property must be cleaned and left in good working condition.	<b>Bathrooms</b>
Vacuum and clean all heat/cool vents, returns and air registers.	Complete the "All Rooms" Checklist.
Clean out and sweep/vacuum fireplace, clean fireplace screen and glass.	Clean toilet inside and out, front, back, sides and behind.
Sweep and mop rooms.	Clean and polish mirrors.
All smoke detectors and carbon monoxide detectors must be working with working lithium batteries installed.	Clean and scrub counters and front of counters.
Carpet Cleaning, must be done by professional truck mounted carpet cleaning service. IF the cleaning is not up to Owner/Agent's standards, carpets will need to be re-cleaned at your cost. We are happy to provide a list or preferred professional carpet cleaners.	Clean tub and shower to remove all soap scum.
	Clean caulk and grout.
<b>Utility / Laundry Room / Mud Room</b>	Clean walls, ceilings, doors and floors to remove spots, water residue.
Complete "All Rooms" Checklist.	
Clean washer inside and out, along with control panel, knobs, agitator including where softener opening is and around lid and under lid.	<b>Garage</b>
Clean dryer inside and out, control panel, knobs, lint trap, door edges.	Sweep floor, soak and wipe up an oil drips or spills in garage and driveway.
Wipe down / dust water heater and furnace.	Wipe down, dust, clean water heater and furnace.
Clean counters, utility sink, shelves.	Clear garage and attic of any personal belongings and debris. Do not leave your stuff behind.
Clean cabinets and drawers inside and out.	Clean and empty garbage cans and recycle bins, leave in garage.
Change furnace filters as necessary.	Change any furnace filters which have not been changed in past 30 days.
<b>Grounds</b>	Clean interior windows up to eight (8) feet.



	If you are responsible for yard care:		
	Mow and edge as necessary.		
	Remove weeds from flower beds, cracks in driveway, etc.		
	Rake leaves.		
	Sweep patio(s) decks, driveways and sidewalks on property.		
	Remove any personal items, chairs, tables, etc.		
	Remove and dispose any and all animal waste.		

**Keys:**

All keys, parking passes, etc must be returned to our office. Please arrange a time to drop them off to one of our team members.

Note: The property manager will inspect the property only after you surrender the property, and return the keys to our office. By returning the keys to us, you are surrendering possession of the property. This marks the official clean up and move out is finished and allows PropM, Inc to proceed with the turnover and inspection. Rent will be charged until the keys are returned.

**Security Deposit:**

A final inspection will be conducted and documented after you surrender possession of the property. If any damages are found, we must receive estimates or invoices form vendors before your deposit(s) can be returned less and cost for damage.

As per law, we have 31 days to send your security deposit accounting beginning the day your lease expires and/or you return the keys, whichever is later, officially surrendering possession of the property. Reminder to provide us with your forwarding address.

## Estimated Cost Sheet

Prior to your move in, the property was professionally cleaned and inspected. Any carpets were professionally steam cleaned. Upon move out, the unit is required to be in the same clean condition.



After move out, the below items will be thoroughly inspected and considered with respect to possible deductions from your security deposit. The prices are approximate costs and are subject to change without notice. Final Deductions will be based on the actual cleaning or repair costs incurred by the Owner/Agent from the respective contractor. Receipts will be provided.

Further, PropM, Inc. in no way looks to profit from move outs. We are 100% committed to charging the fair costs to restore the property to its move in condition.

Haul trash, debris and garbage away.	\$210 plus dump fee minimum charge.
Clean stove.	\$50.00 minimum charge.
Clean refrigerator.	\$50.00 minimum charge.
Clean mini blinds, vertical blinds, window treatments.	\$12.00 per blind minimum charge.
Clean, sweep, mop uncarpeted floors.	\$27.50 per room minimum charge.
Clean bathroom.	\$27.50 to \$55.00 minimum charge.
Vacuum all carpets.	\$27.50 minimum charge.
Clean all mirrors, cabinets, drawers and shelves.	\$27.50 per room minimum charge.
Washing walls. (difficult stains will be calculated by hour)	\$27.50 minimum charge,
Replace burned out or missing light bulbs with matching light bulbs.	\$5.00 each, plus minimum trip charge of \$75.00
Flea/Tick control.	\$200.00 minimum charge.
Replace dirty AC/Heat filters.	\$75.00 minimum charge.
Remove pet waste (No pet waste is normal wear and tear)	\$100.00 minimum charge.
Mow and trim lawn if applicable.	\$75.00 minimum charge.
Weed and mulch beds.	\$75.00 minimum charge.
Clear all clogged drains.	\$75.00 minimum charge.
Deodorize home.	\$200.00 minimum charge.

Minimum service charge of \$75.00 per hour.

**Painting:**



Interior paint is expected to last a minimum of five (5) years. If the property was freshly painted when prior to the beginning of your lease, and painting is required on your move out, you will be charged according to the following scale:

- You will be charged 100% of the cost if you lived at said premises less than eighteen (18) months.
- You will be charged 75% of the cost if you lived at said premises from nineteen (19) to thirty (30) months.
- You will be charged 50% of the cost if you lived at said premises from thirty-one (31) to forty-eight (48) months.
- You will be charged 25% of the cost if you lived at said premises from forty-nine (49) to sixty (60) months.

If the property was not freshly painted prior to your occupancy, you will be charged the pro-rated amount from the date of last painting. Note: Touch up no longer works in painting, entire walls need to be painted as the paint fades and touch ups are an eye sore as the paint on the walls fades over time.

#### **Carpeting:**

Cleaning, as per state required law, the Owner/Agent may deduct the cost of the carpet cleaning from your deposit. If it does not appear to be cleaned according to the Owner/Agent, it will need to be professionally cleaned. If you hired a professional truck mounted carpet cleaner prior to move out, you must provide a legitimate receipt and contact information from the company who performed the services. Owner/Agent reserves the right to re-clean if deemed necessary.

Carpet Replacement: Carpet is expected to last ten (10) years or longer. If the carpeting was new when you moved in, and it needs replacement at your move out, you will be charge according to the following scale.

- 100% if your occupancy is less than sixty (60) months.
- 75% if your occupancy is sixty-one (61) to ninety-six (96) months.
- 50% if your occupancy is ninety-seven (97) to one hundred twenty (120) months.
- 25% if your occupancy is one hundred twenty-one (121) to one hundred forty-four (144) months.

If carpeting was not new upon occupancy, the pro-rated amount from the date of carpet installation will be charged.



If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub flooring, the actual cost of the process, trip charge will be charged to your security deposit. If the carpet is torn, shredded, ripped, and/or the stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.