

MOVE-OUT CHECKLIST

You leased a residence that was diligently cleaned and repaired. Upon vacating a residence, you are required by Washington State Law (RCW 59.18) to restore it to the same condition as you received it. Normal wear and tear is of course the exception.

To help you receive the maximum refund of your deposit we are providing this to you as a guide. **CARPET MUST BE PROFESSIONALLY CLEANED**, as stated in your lease agreement. If you have questions about how to perform certain cleaning tasks, please ask. **AVOID ABRASIVE CLEANERS**. This is not a time to make assumptions. If in doubt, please ask so that we can clear up any misunderstandings or misconceptions. **DO NOT FILL HOLES OR TOUCH UP PAINT**. You may still need to address items not listed which are unique to the residence you have leased from us.

Having to clean and make repairs once a tenant has moved out is costly for the tenant and the landlord. **The more we can refund to you, the happier we will all be.**

REMOVE ALL UNATTACHED PERSONAL BELONGINGS:

- MOVE OUT:** Remove all personal belongings, tires, batteries, appliances, debris, etc from premises. Extra charges will be charged for disposal.
- ADDITIONS:** If you have added shelving and bolted it to the wall, built a deck, or attached other items to the structure, please check with your Landlord to verify whether the item can be removed or how the damage from removal can be repaired.

KITCHEN:

- CABINETS & DRAWERS:** wipe down inside and outside with a damp rag.
- DISHWASHER:** remove all foreign objects and dishware. Clean inside and outside. Wipe down rubber seals around doors.
- FLOOR:** sweep and mop thoroughly, carefully removing scuffmarks.
- RANGE:** clean surfaces inside and outside, clean under surface elements and drip pans/rings. Pull the range drawer out, empty & clean floor underneath the stove. You may need to pull out the stove. Run the self-cleaning cycle. Only use oven cleaner if oven is NOT self-cleaning, otherwise the oven will be ruined.
- RANGE HOOD:** clean surfaces inside and outside, verify bulb is working.
- REFRIGERATOR:** clean surfaces inside and outside, clean racks, bins, pull the refrigerator out from the wall, clean floor underneath, wipe down rubber seals around doors.
- SINK:** clean strainers and clean sink well, especially around fixtures. Shine chrome.

BATHROOMS:

- FIXTURES:** thoroughly clean and sanitize sinks, shower, shower doors, toilets (inside and outside), vanity, medicine cabinets, mirrors, light fixtures, floors, molding. Shine chrome.

GENERAL:

- BLINDS:** dust and remove spots.
- DOORS:** clean both sides of interior and exterior doors.

- FLOORS: vacuum thoroughly, edges too. **DO NOT shampoo the carpets.** Carpets will be professionally cleaned. Mop thoroughly all hard floors, edges too. If you notice any build-up, please contact your Landlord to remove the build-up without damaging the floor. Remove scuff marks from hard surface floors.
- FURNACE: change filter(s).
- LIGHT FIXTURES: clean covers and verify all bulbs work.
- LITTER/GARBAGE: pick up all litter from porches, patio and yard in and around the home.
- SMOKE DETECTORS: check operation and replace batteries if necessary.
- VALANCES: dust/shake valances outside.
- WALLS: remove dust, cobwebs and any items used to support pictures/hangings. **DO NOT** try to fill holes without prior approval.
- WINDOWS & SCREENS: Clean all windows & screens inside & outside. Clean window tracks and sills.

OUTSIDE:

- GATES/FENCING: must be in good working order.
- GRASS: mow and trim/edge yard. Fill in any low spots in yard and lay grass seed according to instructions on package.
- WEEDS: pull weeds in flower beds and in driveway. Weeds in driveway may be sprayed with approved weed killer. Weeds may still need to be pulled after sprayed depending upon size and visibility.

GARAGE AND SHEDS:

- EMPTY: Empty of all contents except for shelving.
- SWEEP: Sweep well. Remove excessive dust and cobwebs.
- SPILLS: Clean up any spills.

UTILITIES:

- CALL: Call all utility companies to inform them of your move-out date and pay all final balances owing.
- THERMOSTAT: Set thermostat to 55°F.

KEYS & REMOTES:

- DOORS: Collect all copies of door keys.
- MAILBOX: Collect all copies of mailbox keys. Please provide the mailbox number.
- GARAGE DOOR OPENER: Collect all automatic garage door openers.
- GATE REMOTES: Collect all gate remotes.
- TURN IN KEYS & REMOTES: All keys and remotes should be handed to your Landlord.