

Move-Out Checklist

- **Keys:** Return all copies of your keys to the office no later than your vacate date by noon to avoid being assessed any further rent charges. If the office is closed, please put all keys in an envelope with your name, address, date and the time you dropped them off on the envelope and put it in the drop box located on the entry door of the office.
- **Move out:** If you would like to be present for your move out, please make sure you schedule this with your Property Manager PRIOR to your final move out date/turning in keys. This must be pre-scheduled by the resident. Please keep in mind that with all the move outs there may not be a lot of times available.
- **Utilities:** You may take utilities out of your name the same day that you turn in keys unless you are breaking your lease. If you submitted an early lease termination form, utilities must remain in your name until a new resident has rented the home or the end of your lease has been reached.
- **Professional Carpet Cleaning:** This is mandatory on move out; however, **we will handle scheduling this.** If you are aware of stains that you have caused, you may want to take an extra step and try removing them.
- **Closing Statement:** You will receive your closing statement within the 21-day time frame mandated by Washington State Law RCWs.
- **Locked & Secure:** Please make sure all doors and windows are locked for weather and security reasons.
- **Appliances:** Please leave the refrigerator plugged in and turned on. If it is found off, you will be responsible for the damage this could cause.
- **Walls:** Remove nails and thumbtacks from walls but DO NOT SPACKLE NAIL HOLES, OR PAINT. Spackling or painting could actually cause you more financial responsibility.
- **Items to replace:** Drip pans, bulbs, and smoke detector batteries as needed. By doing this, you will be avoiding our labor charge. There is a **\$200 fine for smoke detectors left in non-working condition.**
- **Exterior (if applicable per your lease):** Make sure the property is fully weeded, cleared of any debris and do not leave any items behind. There will be a removal fee to cover labor costs if items are left behind.
- **Satellite Dish:** If you have a satellite dish, please remove the dish, bracket, and all wiring. If not, you will be billed for the cost of removal with a minimum \$100 charge that will be withheld from the deposit.

Move-Out Cleaning List

Kitchen

- Exterior, inside, underneath and behind oven and bottom drawer of oven
- Underneath burners, Replace drip pans
- Hood, filter, fan, light cover ** Mr. Clean is great for grease and smells amazing
- Dishwasher inside & out, seals and bottom drain
- Underneath and exterior of fridge
- Fridge shelves, racks and rubber seals
- Hard water in sink & disposal
- Remove all trash
- Polish sink ** Mr. Clean is great for grease and smells amazing
- Clean windows, tracks, sills & screen (if applicable)
- Sweep, mop, scrub floors
- Wipe down all baseboards & walls
- Clean fan, lights, switches & outlets
- Blinds front & back, brackets

Bathroom(s)

- Scrub entire bath tub/shower area along with shower door if applicable
- Clean base, inside and outside of toilet ** Pumice stones are great for toilets & tubs (Porcelain only)
- Scrub sink and clean Mirror
- Scour and Polish Faucets, shower/towel rods
- Clean cabinets in & out ** Liquid gold works great for cabinets
- Clean fan vent, heater, lights, switches and outlets
- Scrub all vinyl and/or tile
- Clean window in & out, sills, screen, tracks (if applicable)
- Clean door in & out, hinges

Living Room and Bedroom(s)

- Clean doors in & out, hinges, handles, frame
- Closet doors & shelves
- Clean window in & out, sills, screen, tracks
- Vacuum floor
- Clean fan, lights, switches, outlets
- Wipe down all baseboards
- Blinds front & back, brackets

Exterior

- Clean porch lights
- Sweep entry, porch, patio
- Clean off all cobwebs
- Pick up any trash, cig butts, etc.
- Mow & weed planting beds if needed