



VACATING CHECKLIST

The following information has been prepared to assist you when vacating the property. Attention to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in processing your final statement.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any keys given to friends or relatives should also be returned to our office.

Before the final inspection we ask that you:

- Ensure that our office has your new forwarding address and phone number
- Return all keys to this office (including mailbox keys)
- Re-direct all mail to your forwarding address

Please ensure the following (including, but not limited to):

- Carpets/Tile/Grout are professionally cleaned (*as per lease agreement*)
- Property is professionally cleaned (*as per lease agreement*):
 - ❖ A/C filters are new/changed
 - ❖ Walls, doors, skirting boards, lighting fixtures, switches and outlets are cleaned
 - ❖ Kitchen cupboards, shelves, drawers, and benches are cleaned
 - ❖ All appliances are cleaned inside and out
 - ❖ Windows and sills are cleaned inside and out where possible
 - ❖ Shelves and insides of closets are cleaned
 - ❖ Blinds and curtains are washed/cleaned
 - ❖ All trash and personal items are removed from the premises
 - ❖ The garage/storeroom are cleaned out; free of cobwebs and floor clean of grease/oil marks
 - ❖ Bathrooms are thoroughly cleaned
- Any furniture, curtains, or other items included with the property are returned to original positions
- Landscape maintained; weeded, lawn/edges trimmed, trash/debris removed, trees/shrubs trimmed

PLEASE NOTE – RENT WILL BE DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.
PLEASE REFERENCE YOUR LEASE AGREEMENT FOR ANY QUESTIONS OR CONTACT
OUR OFFICE.

4310 Losee Rd, Suite 4, N. Las Vegas, NV 89030

Office: (702) 834-6000 / Fax: (702) 476-2350

Email: service@prioritypm.com

Website: www.prioritypm.com