



PROPERTY MANAGEMENT ~ MOVE OUT CHECKLIST

In order to refund your security deposit, the unit must be left clean. The following checklist is a guideline for you to prepare for the final inspection. In preparing to move please be sure to allow enough time to do a thorough cleaning job. All tenant(s) have the right to be present at the final inspection but it is not required.

All keys to the home to include laundry facility, storage area, pool, mailbox, garage door opener, etc., (if applicable) are required to return to our office located at 3302 Oaklawn Blvd, Hopewell, Virginia on the day of move out. Once our office has received keys if you wish to be present then we will schedule a move out inspection. All move out inspections are completed with 72 business hours once we receive keys.

****PUT ALL TRASH OR UNWANTED ITEMS IN THE PROPER GARBAGE CANS OR HAUL IT AWAY. DO NOT LEAVE ANY TRASH/DEBRIS INSIDE OR OUTSIDE THE PROPERTY! YOU WILL BE CHARGED FOR HAVING IT HAULED AWAY!****

UTILITIES:

- Call the Electric Company, Gas Company, Water Company, Phone/Cable Provider to terminate service or have the service switch to your new address.
- **Once you schedule for Disconnection of the Utilities, Please notify the office at least one week in advance with the date of disconnect for all utilities that are not provided by Ingram & Associates. Please note that if you do not contact the office in a timely manner so we can have the utilities switched over, or if you do not leave the heat on during winter months, you could be held liable for any frozen and/or busted water lines or any other damages that are weather related.**

INTERIOR CLEANING:

☆ KITCHEN:

1. Clean stove, oven and broiler thoroughly (remove stains, food and grease, replace drip pans if necessary)
2. Clean Range Hood and Filter (use detergent or tsp)
3. Clean out refrigerator thoroughly (DO NOT turn off the interior controls or unplug it from the electrical outlets unless ALL doors are left open)
4. Clean out all cabinets and drawers. Wipe outside and inside cabinets and remove any paper liner other than contact paper.
5. Wash/wipe down the walls. Make sure all marks/grease or scuffs are removed.
6. Wash and rinse all woodwork and baseboards. (use detergent)
7. Wipe clean all counter tops.
8. Mop all vinyl or hardwood floors.
9. Wipe down all windows. Screens are to be replaced on windows after cleaning. Dust any drapery rods and wash all mini blinds.

☆ FURANCE AREA:

1. Furnace closet should be cleaned, return air grille cleaned and filter changed.



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☆ BATHROOMS

1. Wash/wipe down the walls, doors, light fixtures, light switches and outlet covers and shelves. Make sure all marks or scuffs are removed.
2. Mop floors.
3. Clean the tub/shower and shower doors. Make sure it is free of dirt, soap residue, wipe out metal track, etc. (make sure all grout is white, bleach usually cleans the grout)
4. Clean mirrors with glass cleaner leaving free of streaks.
5. Clean out and wipe out medicine cabinets or cabinets.
6. Clean toilet to include seat, inside and outside of toilet.
7. Dust and wipe down all shelves/rods inside closets and wash the closet doors.
8. Wipe down all windows. Screens are to be replaced on windows after cleaning. Dust any drapery rods and wash all mini blinds.

☆ LIVING ROOM/BEDROOMS/DINING ROOMS/HALLWAYS/FOYER

1. Wash/wipe down the walls. Make sure all marks/grease or scuffs are removed.
2. Wash and rinse all woodwork and baseboards. (use detergent)
3. Clean all carpets or mop vinyl/hardwood floors.
4. Clean/remove all dust from heater vents and return air grilles.
5. Wipe down all light switch covers and outlets covers with a damp cloth.
6. Dust and drapery rods and wash all mini blinds.
7. Clean out fireplaces (if applicable) Remove all wood and ashes and clean all grates, glass doors and or protective screens. Leave all equipment provided near the fireplace. Remove all firewood and kindling and dispose of properly.
8. Dust and wipe down all shelves/rods inside closets and wash the closet doors.
9. Make sure all your personal belongings are removed from closets, drawers and storage areas. You don't want to leave anything behind!
10. Wipe down all windows. Screens are to be replaced on windows after cleaning. Dust any drapery rods and wash all mini blinds.

EXTERIOR CLEANING:

☆ PATIO/BALCONY/PORCH/ FRONT AND BACK DOORS and STEPS:

- ☆ Sweep and clean all areas. (make sure all areas are free from debris, trash, dead plants, etc.)

☆ GARAGE, CARPORT AND STORAGE AREAS:

- ☆ Remove all items and sweep/degrease the floor. Dispose of any all trash in the proper garbage cans or haul it away.

☆ YARD AREA: (IF APPLICABLE)

- ☆ Remove all trash, leaves, potted plants and debris from the yard. Cut the grass and edge (weed-eat) around house, fence, etc.



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NOTE: If your property has mini-blinds, to wash them use a cloth, sponge or soft brush with either warm or cold water and clean detergent. Place towel on the floor and wash the blinds in sections. Once the blinds have been washed allow them to dry to avoid water marks.

This list is intended as a "Guide Line" only in helping you determine what type of cleaning is expected and this may not be a complete list for your property. Please use your better judgment when it comes to making cleaning decisions. Clean the home "as if it were your own!"

☆ **We Use the Following Staff to Clean Properties and to Clean Carpets.**

- **Bennett's Cleaning Service (Call Office to Schedule Appointment – 804-541-8353)**
- **Moore's Cleaning Service (Call Office to Schedule Appointment – 804-541-8353)**
- **Pond's Carpet Cleaning Service (# 804-520-1497)**
- **Quality 1st Carpet Cleaning Service (# 804-520-7466)**

Be sure to provide us with your forwarding address. Your security deposit will be processed and a written, itemized statement along with your refund check (if applicable) will be mailed to your new address within the 45 day time period prescribed by law.

All keys are due back to our office on the day your lease terminates.

Keys may be dropped off during the following business hours. Monday through Friday from 8:30 a.m. to 5:30 p.m. and from 9 a.m. to 1 p.m. on Saturdays.

We do have a mail slot at the front door for your convenience if you need to drop keys off after business hours.

****You will be responsible for the rent until all keys are returned to Ingram & Associates Inc., Property Management.**

THANK YOU FOR YOUR COOPERATION!