



# Move-Out Instructions

## Move-Out Procedures

Now that you have given your 30 Day Notice to Vacate, what are the next steps?

Your lease agreement requires that you leave the property in a clean and undamaged condition minus normal wear and tear. We have every intention of returning your full security deposit as long as you have fulfilled the terms of your lease agreement with us.

The following information is provided to help you get your security deposit returned without any misunderstandings:

1. California State Law requires that security deposits we hold be returned to tenants or an accounting of any actual expenditures or estimated expenditures within 21 days of returning the keys to our office.
2. Please provide our office with your forwarding address, otherwise the deposit and transmittal will be sent to the property address that you are moving out of.
3. Remember to CLEAN your rental property inside and outside to avoid any charges against your deposit. A helpful cleaning list is attached.

## Preparing for Move Out

1. All keys, garage door openers, gate remotes and, passes etc. must be turned in by the expiration date of the 30 Day Notice or pro-rated rent will be charged daily until they are received, in addition if any of these items are missing you will be charged the full replacement cost. Provide a copy of professional carpet cleaning receipt.
2. All personal belongings should be removed from the home, the property cleaned and repairs made, prior to returning the keys to our office since you will not be given free access back into the property once the keys have been returned to our office.
3. Once we receive the keys a Move-Out Inspection will be scheduled and you are welcome and encouraged to attend. The person performing the inspection will not be able to inform you what charges will or will not be charged against your security deposit. After the inspection has been completed the property manager will compare the move-in report with the move-out report to determine any deductions.
4. Electricity and Gas must be on during the Move-Out Inspection. If the Utilities are not on, you will be charged a \$65.00 appointment charge and the inspection will be scheduled for another date and time. This may delay the return of your security deposit.
5. Contact the Post Office with your new address and start date.

# MOVE-OUT CLEANING CHECKLIST

## CLEANING REQUIREMENTS FOR VACATING TENANTS

The following is a helpful checklist to assist you in the cleaning of your rental home once you have removed all your personal belongings. Please note that “normal wear and tear” as defined for the return of your security deposit does not apply to cleaning and the property should be left as clean as possible to ensure that the property owner does not have to hire a cleaning service to perform these tasks.

Since all properties are different this checklist may exclude or include items that differ from your rental home, so be as thorough as possible

### Entire Dwelling

- ☐ Remove all of your belongings, trash and debris from inside and outside
- ☐ Repair any minor damage you caused. If substantial, hire a professional to fix it
- ☐ Remove all garbage and clean trash receptacles. All trash must be removed from the premises
- ☐ All Smoke and Carbon Monoxide alarms must be operational; Replace batteries as necessary
- ☐ Clean fireplace, hearth, and mantle; Remove ashes and debris
- ☐ Repair pet damage and have the property exterminated by a pest control company and provide a receipt to our office, any pet odor must be removed

### Windows, Glass and Patio Doors

- ☐ Clean all windows inside and out
- ☐ Clean all door channels, frames and window sills
- ☐ Clean patio door screens and tracks
- ☐ Clean all interior, exterior window panes and glass doors and remove any streaks and dirt
- ☐ Clean all blinds and drapes
- ☐ Replace broken or missing windows panes and screens
- ☐ Replace all damaged or broken window coverings

### Floors

- ☐ All non-carpeted floors must be cleaned, mopped and free of dirt and grime, do not use bleach or ammonia-based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use a damp mop when mopping these types of floors
- ☐ Vacuum all carpeting in preparation for professional carpet
- ☐ Professionally clean the carpet and provide a receipt to our office.

### Doors & Closet Doors

- ☐ Clean all doors and closet doors, free of any grease, grime, crayon or marker, scuffs
- ☐ Replace any missing or damaged doorstops

## Lighting, Ceiling and Ventilation

- ☐ Clean all HVAC and exhaust fan vent covers
- ☐ Clean light globes and fixture. Replace any broken globes
- ☐ Replace any non-working lightbulb and make sure that each fixture has the correct wattage and type of bulb in it; i.e. inset lights have flood light bulbs, dimming switches have dimmable bulbs, etc.
- ☐ Clean ceiling fan blades (both sides) and mount, often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom
- ☐ Replace Air Filter

## Walls / Ceilings / Baseboards

- ☐ Clean all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage, crayon, furniture marks, mold or grime
- ☐ Remove all nails, screws, staples, etc. you used to hang anything but do not patch or spot paint. Our painter will repair all nail holes. Any holes larger than a nail hole and any other damage to drywall must be repaired professionally. If you touch-up paint, make sure the paint will match. If the paint does not match, you will be charged for repainting the affected areas
- ☐ Baseboards should be wiped clean of dust and pet hair
- ☐ Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing

## Furnace / Water Heater

- ☐ If furnace/heater closet is accessible, remove cobwebs from ceiling and walls and vacuum or sweep and mop floor.

## Kitchen

### Stove & Range Hood

Range Hood/Bottom of Stove must be cleaned thoroughly. The entire surface area, including the burner eyes and underneath the burner eyes, the vent hood, the oven and storage area should be clean and free of grease. The drip pans should be replaced. The filter in the vent hood should be removed, washed, dried and put back in place. SELF-CLEANING OVENS: Do not clean oven racks or other range accessories in self-cleaning ovens. Do not use oven cleaner in self-cleaning ovens, it as it will damage the interior surface.

- ☐ Scrub all rims, ridges and underside of hood to remove all grease splatter and grime
- ☐ Clean stove top range hood
- ☐ Clean exhaust fan vent filter and light
- ☐ Clean all metal parts of burners, including the prongs of electric cooking elements
- ☐ Clean or replace stove burner drip pans so they look new
- ☐ Remove lower drawer and clean under stove
- ☐ Clean control knobs. Any broken stove knobs must be replaced
- ☐ Wash and dry outside of stove

## **Oven & Microwave**

- ☐ Clean inside of oven, oven racks (both sides), broiler pan, drawers. Soak in hot water to clean, dry well
- ☐ Clean top and bottom edges of oven door
- ☐ Remove all oven cleaner residue or self-cleaner ash from interior of oven
- ☐ Clean under elements
- ☐ Do not attempt to pull gas ranges away from the wall - clean floor under gas ranges by removing drawer
- ☐ Clean Microwave inside and out

## **Dishwasher**

- ☐ Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film
- ☐ Clean inside and out of dishwasher. It should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew

## **Refrigerator**

- ☐ Remove all food from refrigerator
- ☐ Unplug refrigerator while cleaning
- ☐ Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- ☐ Clean both sides of shelves
- ☐ Clean butter, vegetable, meat and dairy storage compartments. All should be clean, free of mildew, dirt and grime
- ☐ Freezer must be defrosted and cleaned
- ☐ Remove and clean kick plate and vacuum out coils
- ☐ Remove, empty and clean drain pan
- ☐ Clean folds in and underneath rubber seals on doors
- ☐ Pull refrigerator away from wall and clean all exterior portions including top
- ☐ While appliance is pulled out clean walls, sides of cabinets and sweep and mop floors thoroughly
- ☐ Vacuum and wipe power cord and coils on back and/or underside of refrigerator.
- ☐ After refrigerator has been thoroughly cleaned and dried, reconnect cord and set control to 3 or 4

## **Cabinets and Drawers**

- ☐ Clean Cabinets inside and out
- ☐ Clean all shelves, drawers, turntables and cutting boards
- ☐ Clean and disinfect all countertops

## **Sink and Surrounding Areas**

- ☐ Garbage disposal, if available, should be in proper working order and free of garbage.
- ☐ Clean sink, drain, fixtures and handles
- ☐ Clean all backsplash areas to remove grease, dried-on food, dust and cobwebs
- ☐ Clean all countertop areas
- ☐ Clean cabinets inside and out

# Bathroom(s)

## Toilets

- ☐ Scrub with disinfectant cleanser
- ☐ Clean all lime, scale, dirt and stains
- ☐ Clean top of toilet tank, toilet lid, seat (both sides), bowl and base

## Sink

- ☐ Clean sink, faucet, and handles

## Mirror

- ☐ Clean all mirrors and glass so that they are streak free and free of dirt

## Showers and Tubs

- ☐ Clean shower walls, bathtub interiors and shower doors to remove all dirt, soap build-up, and hair. Bleach the grout. Shower doors and frames should be completely clean

## Vanities and Cabinets

- ☐ Clean the inside and outside of medicine cabinets
- ☐ Clean cabinets and drawers, inside and out
- ☐ Replace all broken or missing bathroom towel racks and toilet paper holders

# Bedroom(s)

- ☐ Vacuum carpets and have professionally steam cleaned, provide receipt
- ☐ Clean overhead light fixtures/ceiling fans and replace bulbs if necessary
- ☐ Clean closet and closet doors
- ☐ Clean windows, blinds and window tracks
- ☐ Clean air vent covers/registers

## Windows & Doors

- ☐ Clean all windows and window tracks
- ☐ Clean all window sills and screens (damaged screens must be replaced)
- ☐ Clean all blinds and window coverings
- ☐ Windows must be closed and locked

## Laundry Area

- ☐ If renting with the washer and dryer: Wash down tops and sides of both appliances. Wash inside washer lid and around soap dispenser area. Clean dryer lint filter

## Exterior

- ☐ Mow and edge lawn and trim bushes.
- ☐ Remove weeds and dead plants from flower beds
- ☐ Any animal droppings are to be picked up and disposed of
- ☐ Fill, level and seed holes from pets and repair all other damage caused by pets.
- ☐ Clean all exterior light fixtures and ensure light fixtures have working bulbs or fluorescent lights
- ☐ Sweep and clean all patios, balconies and storage closets free of debris, cobwebs and trash

## Garage/Storage

- ☐ Sweep out or vacuum any garage, shed or storage areas
- ☐ Clean cobwebs from walls and rafters as far as can be reached with a broom
- ☐ Clean all closets, storage spaces and shelving of dust and debris

## Driveway

- ☐ Should be completely empty and swept
- ☐ Clean oil stains
- ☐ Clean outdoor light fixtures, replace burned out or missing light bulbs
- ☐ Haul away all garbage. DO NOT leave garbage, personal items or furniture at the curb

**Please follow these guidelines to maximize the return of your security deposit. If you would like for us to recommend a cleaning service that we use, please let us know and we will provide their phone number.**

**Thank you for being our Resident and Good Luck with your move!**