



## TENANT MOVE-OUT CHECKLIST

PROPERTY ADDRESS: \_\_\_\_\_ TENANT NAME: \_\_\_\_\_

NAME OF PERSON COMPLETING THIS FORM: \_\_\_\_\_

MOVE-OUT DATE/TIME: \_\_\_\_\_

**You may deliver this checklist and the items noted within to our office at 19210 Huebner Road, Suite 205 during business hours -OR- make advance arrangements with our office to leave the package in the property when you move out.**

\_\_\_\_\_ KEYS RETURNED: # \_\_\_\_\_

\_\_\_\_\_ REMOTES RETURNED: # \_\_\_\_\_

\_\_\_\_\_ FORWARDING ADDRESS: \_\_\_\_\_

### **CARPET CLEANING:**

\_\_\_\_\_ I HAVE VACCUMED ALL CARPETS AND LEFT THEM FREE OF DEBRIS

I understand that after I have vacated the Property, Wakefield, REALTORS will have the carpets professionally cleaned and deodorized as detailed in the STATEMENT OF UNDERSTANDING document which accompanies my lease. I further understand that if I have had a pet during my residency, a pet enzyme treatment will be performed as well. The cost of the professional carpet cleaning services and pet enzyme will be applied toward my Security Deposit.

*(For general cleaning and deodorization, the rate varies based upon factors such as the number of rooms, stairs, landings, etc., but the total cost will generally average 20 cents per square foot. If carpet is heavily soiled, a scrubber brush method will be required at a rate more comparable to 36 cents per square foot. A pet enzyme treatment will be at an additional cost that will vary based upon the affected areas and whether it is only dander or dander and urine/feces.)*

### **HOUSE CLEANING:**

\_\_\_\_\_ I REQUEST THAT WAKEFIELD, REALTORS PERFORM A GENERAL CLEANING SERVICE

For general cleaning services, rate ranges between \$125 and \$225 (based upon the square footage of the home).

**Caution:** Please do not leave trash within the home or at the street, and understand that if the home requires more than a general cleaning service to restore it to the pre-move-in condition, the cleaning charge will increase accordingly. General cleaning covers all items listed below, assuming all trash has been removed and that there is no heavy scrubbing required due to build-up on floors or in the kitchen (including appliances) and bathrooms. Trash left at street will incur additional haul-off charges.

\_\_\_\_\_ I HAVE CLEANED THE HOME TO ITS PRE-MOVE-IN CONDITION. THE FOLLOWING ITEMS HAVE BEEN CLEANED:

**Caution:** Please understand that often times when a tenant chooses to clean the home themselves, Wakefield, REALTORS has to hire a professional cleaning company to attend to items that the tenant has missed, which results in charges to the tenant.

Cleaning Charges are one of the most prevalent points of contention between our property owners and our vacating tenants. If you choose to clean the home yourself, PLEASE follow the checklist below in its entirety, item by item. Trash left at street will incur additional haul-off charges.

### **KITCHEN:**

\_\_\_\_\_ SINK (CLEAN, SANITIZE, AND SHINE FIXTURES)

\_\_\_\_\_ COUNTERTOPS (WIPE CLEAN AND SANITIZE)

\_\_\_\_\_ CABINETS AND DRAWERS (PULL OUT, WIPE CLEAN INTERIOR AND EXTERIOR)

\_\_\_\_\_ APPLIANCES: REFRIGERATOR, STOVE, OVEN AND DISHWASHER (CLEAN INTERIOR AND EXTERIOR AND

PULL APPLIANCES OUT TO CLEAN UNDERNEATH, TOP, AND BEHIND)

\_\_\_\_\_ FLOORS (SWEEP, MOP, SCRUB AS NEEDED TO REMOVE BUILD-UP)

\_\_\_\_\_ PANTRY AREA AND SHELVES (CLEAN, SANITIZE)

### **BATHROOMS:**

\_\_\_\_\_ SINK (CLEAN, SANITIZE)

\_\_\_\_\_ BATHTUB/SHOWER (SCRUB, CLEAN, SANITIZE)

\_\_\_\_\_ SHOWER GLASS AND DOORS (CLEAN, SANITIZE)

\_\_\_\_\_ COMMODOE/TOILET (CLEAN, SANITIZE)

\_\_\_\_\_ CABINETS AND DRAWERS (PULL OUT, WIPE CLEAN INTERIOR AND EXTERIOR)

\_\_\_\_\_ MIRRORS (CLEAN)

- \_\_\_ FIXTURES (CLEAN, SANITIZE, SHINE)
- \_\_\_ LIGHT FIXTURES (DUST, WASH OUT GLOBES)

**ALL AREAS THROUGHOUT THE PROPERTY:**

- \_\_\_ HIGH AND LOW DUSTING (REMOVE COBWEBS, CORNERS, BLINDS)
- \_\_\_ VENTS (DUST AND WIPE)
- \_\_\_ CEILING FANS (THOROUGHLY DUST BLADES AND WIPE DOWN FAN)
- \_\_\_ LIGHT SWITCHES (CLEAN, SANITIZE)
- \_\_\_ LIGHT FIXTURES (GLOBES AND OTHER DOMES ARE TAKEN OFF WASHED, DRIED, AND REPLACED)
- \_\_\_ BASEBOARDS (WIPE CLEAN)
- \_\_\_ DOORS AND DOOR FRAMES (INTERIOR, EXIT AND ENTRANCE – WIPE CLEAN BOTH SIDES)
- \_\_\_ DOORKNOBS (CLEAN, SANITIZE)
- \_\_\_ STAIRWELLS (DUST, WIPE AND SANITIZE HANDRAIL, VACUUM)
- \_\_\_ CLOSETS, SHELVES AND RODS (DUSTED)
- \_\_\_ FIREPLACE (CLEAN, DUST AROUND MANTLE, HEARTH, SCREEN, ETC.)

**FLOORS:**

- \_\_\_ WOOD (DUST AND MOP WITH APPROPRIATE WOOD CLEANER)
- \_\_\_ TILE - (SWEEP, MOP, SCRUB AS NEEDED TO REMOVE BUILD-UP)
- \_\_\_ CARPET (VACUUM; INCLUDE EDGES, HARD TO REACH AREAS)
- \_\_\_ WIPE DOWN BASEBOARDS
- \_\_\_ MATS (REMOVE)

**INTERIOR OF WINDOWS:**

- \_\_\_ SILLS (WIPE CLEAN)
- \_\_\_ BLINDS (DUST, WIPE CLEAN)
- \_\_\_ GLASS (CLEAN)
- \_\_\_ FRAMES AND LOCKS (WIPED DOWN)

**UTILITY CLOSETS:**

- \_\_\_ A/C AND HOT WATER CLOSET (SWEEP OUT, WIPE DOWN)

**GARAGE AND EXTERIOR:**

- \_\_\_ GARAGE FLOOR (SWEEP INCLUDING BASEBOARDS)
- \_\_\_ REMOVE COBWEBS, ETC. FROM GARAGE CEILINGS
- \_\_\_ GARAGE SHELVES AND SINKS (CLEAN IF APPLICABLE.)
- \_\_\_ FRONT AND BACK LIGHT FIXTURES (CLEAN FIXTURES, WASH OUT GLOBES)
- \_\_\_ PORCHES AND PATIOS (SWEEP, MOP AS NEEDED, REMOVE NESTS, WEBS, ETC.)
- \_\_\_ MATS (REMOVE)
- \_\_\_ NO TRASH HAS BEEN LEFT IN YARD, ON CURB, OR NEAR STREET AREA

**STOVETOP DRIP PANS:**

- \_\_\_ I REQUEST THAT WAKEFIELD, REALTORS REPLACE THE STOVETOP DRIP PANS (\$25)
- \_\_\_ I HAVE REPLACED STOVETOP DRIP PANS

**AIR CONDITIONING FILTER(S):**

- \_\_\_ I HAVE CHANGED THE AIRCONDITIONING SYSTEM FILTER(S)

**ALARM SYSTEM:**

- \_\_\_ I HAVE DEACTIVATED THE ALARM SYSTEM AND CODES HAVE BEEN PROVIDED TO WAKEFIELD, REALTORS.

**YARD MAINTENANCE:**

- \_\_\_ I MAINTAINED THE YARD ON \_\_\_\_\_

**POOL/SPA SERVICED (ONLY IF APPLICABLE):**

- \_\_\_ THE POOL/SPA WAS SERVICED ON \_\_\_\_\_

**\*\*BEFORE LEAVING THE HOME, PLEASE MAKE SURE THE HOME IS SECURED AND THAT ALL KEYLESS DEADBOLTS ON EXTERIOR DOORS ARE UNLOCKED\*\***

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**I acknowledge that the above referenced items are applicable as indicated and that I am relinquishing the home to Wakefield REALTORS. I understand that anything that I have left inside the home will be discarded on my behalf.**

\_\_\_\_\_  
**Signature of Tenant**

\_\_\_\_\_  
**Date**