

# Moving Out Checklist:

## General:

- Contact landlord/property manager 3 business days prior to moving out to schedule a move out inspection.
- Leave all utilities on until the move out inspection has been completed.
- Remove all personal belongings from the property prior to the date of the move out inspection.
- Return all keys to the landlord at the time of the move out inspection.
- Notify the landlord of any property damage or issues inside or outside of the home.

## Doors:

- Make sure doors and locks work properly
- Wipe down doors, frames and knobs

## Windows:

- Clean windows inside and out, including tracks
- Clean window blinds
- Fix broken windows, window screens or blinds

## Floors:

- Mop all tile and hardwood floors
- Remove any pet stains
- Repair broken tiles

## Walls and Ceilings:

- Wash down walls, especially areas above heaters and vents
- Wipe down switch plates
- Remove all nails and screws
- Remove hooks, ceiling hooks and mounted mirrors - properly patch holes
- Brush out cobwebs from corners and ceilings
- Fill smaller holes with spackle and sand smooth
- Patch and repaint larger holes
- Repair and repaint any walls you may have damaged or repainted

## Kitchen:

- Repair appliances you may have damaged
- Clean sink and all countertops
- Wipe cabinets in and out, as well as pantries and shelves
- Clean inside and outside of microwave, including the filter underneath
- Clear any clogged drains
- Thoroughly clean stove and oven – remove drip pans to clean bottom surface
- Wipe inside, underneath and behind refrigerator
- Clean out dishwasher, including around and inside the door
- Clean garbage disposal with ice cubes and cold water
- Remove grease, dust and dirt from the exhaust fan and overhead light

## Bathroom:

- Remove all hair from sink and bathtub drains
- Clean all mildew and mold
- Check that toilet is working properly
- Clean vanity, shelves and mirrors
- Wipe down inside of drawers and cabinets
- Sanitize bathtub, shower, sink and toilet
- Wash all tiles and clean grout
- Clean exhaust fans

## Additional items:

- Clean ceiling fan blades
- Clean dryer exhaust vent
- Make sure smoke detectors are working – replace batteries if necessary
- Clean all light fixtures inside and out
- Clear out all belongings from cabinets, closets, drawers etc.
- Remove all outdoor belongings from patio, carport, yard etc.
- Replace burnt out light bulbs
- Sweep exterior patio and carport area
- Take out any leftover trash
- Mow lawn