

Resident Name(s)

Address

City

State

Zip

 Premises to be vacated no later than – *date and time*

The following items are often overlooked when cleaning and vacating a home. Please put a checkmark by each section when completed. In addition to any repairs required, full return of your security deposit depends on satisfactory completion of these items. Resident shall be liable for any damage to the premises caused by Resident's acts or neglect other than reasonable wear and tear. Resident shall also be liable for any damage to the premises caused by a family member, invitee, licensee, or any person acting under Resident's control.

✓ ITEM	SPECIFICS
CARPETS / HARDWOOD FLOORS	Unless otherwise authorized, Resident shall have all carpets and all hardwood, laminate and/or tile floors professionally cleaned and deodorized at Resident's expense after all furnishings and personal items have been removed from the premises. Persons cleaning carpets and hardwood floors must be licensed, insured and approved by Owner prior to performing the cleaning. Unless a receipt for cleaning is provided with return of keys, Owner will have cleaning performed and charged to your security deposit. Contact Owner before scheduling the cleaning.
ODORS	Odors (cooking, pet, smoke, etc.) must be eliminated. This may require extensive professional cleaning of carpets, walls, woodwork, appliances, exhaust fans, windows and window coverings. Exceptional cases could require carpet replacement & extensive painting.
CABINETS / DRAWERS / CLOSET SHELVES	Wiped clean inside and out.
VINYL FLOORS	Floors must be swept and damp mopped.
APPLIANCES	Please clean the top, behind and underneath the refrigerator, range, washer and dryer. Clean the oven, under the stovetop and clean or replace stove drip pans. Leave Refrigerator on low - DO NOT TURN OFF
WINDOWS / BLINDS	Cleaned inside and outside (where accessible). Blinds dusted & cleaned. Damaged or excessively dirty blinds may require replacement or professional cleaning.
LIGHT FIXTURES & GLOBES	Wiped clean. Replace burned out bulbs with appropriate bulb for individual fixtures (standard, clear, floor, fluorescent, decorative, etc.)
FIREPLACE	Completely cleaned. All ashes and firewood removed.
WALLS / CEILINGS	Wash walls with a clean cloth. Wipe off scuff marks and smudges. Remove nails and picture hooks. Remove cob webs and dust all surfaces. DO NOT SPACKLE . Clean all outlet and switch-plate covers.
GARAGE / DECK / PATIO	Please remove all personal items and sweep. Clean grease and oil off the floor.
YARD	Make sure lawn is mowed and edged and flowerbeds are weeded just prior to vacating the property.
UTILITIES	You are responsible through the last day of your lease. Call for a final billing. DO NOT HAVE UTILITIES DISCONNECTED .
GARBAGE	All garbage and debris must be removed from the property.
HEAT	Set heat at 55°. Do not turn heat off.
PETS/ANIMALS	All damage must be repaired and waste removed. You may be charged for professional flea or other pest treatments.

✓	ITEM	SPECIFICS
	HAZARDOUS WASTE	Paint, motor oil, antifreeze, batteries (standard and automotive), cleaning products, pesticides, fluorescent lighting tubes and bulbs, etc. must be properly disposed of. Charges could apply for disposal of any items left on the property that are considered hazardous.
	OTHER:	<hr/> <hr/> <hr/>

TO ENSURE PROMPT RETURN OF YOUR SECURITY DEPOSIT: Please notify us when you have completely vacated the property and are finished cleaning. It is not necessary that you be present when we do our move-out inspection. Failure to comply with the above mentioned items could result in additional deductions from your security deposit. **DO NOT** lock keys inside the property.

Please deliver the keys and garage door remotes (if applicable) directly to us or make prior arrangements with us on what you should do with these items. Owner / Agent can be reached at:

Address	City	State	Zip
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Phone Number	Email
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The property will not be considered vacated until your manager has received ALL keys & garage remotes.

Your deposit refund and/or accounting will be sent to the above address within fourteen (14) days of move out. Failure to provide a forwarding address may delay your receipt of refund.

OWNER / AGENT