



## Move Out Inspection Checklist

- \_\_\_\_\_ All Keys are to be returned to the office for the property to be considered vacant.
- \_\_\_\_\_ Leave garage door openers in a kitchen drawer.
- \_\_\_\_\_ All floors swept, washed, and waxed.
- \_\_\_\_\_ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
- \_\_\_\_\_ Wash down all baseboards, woodwork, and windowsills.
- \_\_\_\_\_ Clean and wash all light fixtures and vent covers.
- \_\_\_\_\_ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets.
- \_\_\_\_\_ Kitchen, Clean, wash inside & outside, removing all dirt & grease including kitchen sink & fixtures.
- \_\_\_\_\_ Clean behind & between stove and refrigerator area.
- \_\_\_\_\_ Clean storage area.
- \_\_\_\_\_ Replace HVAC filter.
- \_\_\_\_\_ Sweep & wash hallway floors and dust hallway walls.
- \_\_\_\_\_ Carpets, professionally cleaned.  
*(If you have them professionally cleaned you must provide a receipt when you turn in your keys)*
- \_\_\_\_\_ Clean closets, shelves, & rods wiped down.
- \_\_\_\_\_ Clean all windows, storms, screens, and return them to their proper place.
- \_\_\_\_\_ Remove all items from attic, crawlspace, basement, yard, shed, etc.
- \_\_\_\_\_ Lawn, garage, outbuildings, to be free of all trash, rubbish, cigarette butts, and personal property.
- \_\_\_\_\_ Lawn trimmed and cut properly, including removal of leaves.
- \_\_\_\_\_ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
- \_\_\_\_\_ Remove all garbage from property before your inspection.
- \_\_\_\_\_ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
- \_\_\_\_\_ Repair or replace any broken doorstops.
- \_\_\_\_\_ LIGHT BULBS - ALL light fixtures are to have working light bulbs in ALL bulb sockets.
- \_\_\_\_\_ Smoke alarm(s) will be in working order with good battery.
- \_\_\_\_\_ Remove any satellite dishes and seal all holes caused by the installation.

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