

MOVE-OUT CHECKLIST

We want to make sure you are provided with as much information as possible to make your move as easy as possible. Most tenants want to know what they can do to get their full deposit back as quickly as possible.

The following checklist is provided to help you with the moving process and help you get as much of your security deposit back as possible.

1. Submit your thirty (30) day notice to vacate.

Your notice must be in writing and the thirty days begin counting the day the notice is received. If you are in a month-to-month contract 30 days notice is all that is required. If your lease has not yet expired and you choose to move, you will be charged for rent through the end of your lease term or until the premises are re-rented (whichever occurs first). If you are breaking the lease you will also be charged for costs to re-lease the property including advertising and a placement fee.

2. Reserve moving trucks if needed.
3. UTILITIES. Contact the utility providers (if applicable) to turn off electricity, gas, water, and sewer services and stop garbage collection the date you are scheduled to move out.
4. CHANGE OF ADDRESS. Submit a Change of Address to Kapernekas PM and the U.S. Post Office.
5. CLEANING THE PROPERTY. The better you clean, the more likely you are to receive a full refund of your deposit. Pay attention to the details on the Cleaning Checklist below.

GENERAL CLEANUP

- A. Clean and mop all linoleum and tile floors.
- B. Vacuum carpet and shampoo if necessary.
- C. Sweep patio. Both front entry and rear patios.
- D. Wipe off smudges on walls and doors.
- E. Remove all cobwebs.
- F. Dust window shades.
- G. Clean windows, tracks, and window trim.
- H. Clean all hall closets.

___I. Wipe down baseboards.

KITCHEN

___A. Clean out cabinets and wash down (inside and out).

___B. Wipe off countertops

___C. Clean stovetop, oven, and hood (underside of hood as well)

___D. Clean refrigerator (inside and out)

___E. Clean sink

___F. Mop and wax floor

BATHROOM

___A. Clean sinks, mirrors, and medicine cabinets

___B. Clean toilet.

___C. Clean bath & shower. Pay special attention to grout, shower door, and bottom track.

___D. Clean and wipe out cabinets and drawers.

___E. Mop and wax floor.

GARAGE

___A. Area should be completely empty.

___B. Sweep and hose out. Remove any oil from floor.

___C. Remove cobwebs, etc.

___D. Patio must be clean and free from dirt and oil.

PAINTING

___A. Touch up paint.

___B. Patch and paint nail holes.

6. **LANDSCAPING.** If you are living in a single family residence or duplex where you were required to maintain the landscaping, the landscaping must be in good order when you move out. Mow, edge, remove weeds, and trim shrubs or hedges.