

# MOVE OUT FORM

## READY TO OCCUPY

The property was provided to you clean and ready to occupy, and should, excluding normal wear and tear, be returned to us in the same condition per the terms of your written lease. This will also ensure a timely return of your Security Deposit. The following is a list of items to check when preparing to vacate the premises:

## FLOORING

- If carpeted, they must be vacuumed. If pets were allowed than carpets must also be steam cleaned.
- If hard flooring such as tile or vinyl, floors must be swept and mopped clean.
- If laminate flooring, floors must be swept and lightly mopped clean.
- Steps must be clean and free of any trash or debris.

## KITCHEN

- Appliances: Refrigerator and freezer should be emptied of all personal items. Shelves, doors, interior walls and exteriors (including TOP) should be wiped clean.
- Stoves and microwaves should be cleaned both inside and out. The 'self-cleaning' function is acceptable for the oven - do not use oven cleaner if you have a self-cleaning oven as this will damage the finish.
- Stove and refrigerator should be pulled out and cleaned under.
- Cupboards & drawers should be completely emptied and wiped clean inside and out.
- Counters & sinks should be wiped clean.

## BATHROOMS

- Cupboards should be emptied and wiped clean inside and out.
- Sinks, commodes, tubs and showers should be clean, including walls and floors of shower.

## BASEMENT

- Remove all personal items, trash and debris. Sweep and clean storage areas and floor.

## LIVING SPACES

- Empty all rooms & closets of personal items, remove all trash and debris.

## LIGHTING FIXTURES & SMOKE DETECTORS

- All lights must have working light bulbs. Smoke detectors must be connected and have working batteries.
- Any fire extinguishers provided must be returned.

## WINDOWS & DOORS

- Windows must be closed and locked.
- Doors must be locked, and all keys must be returned.
- Blinds, if supplied, must be clean and left in a down and closed position.

## WALLS

- Walls should be wiped clean of any visible dirt.
- Baseboards should be wiped clean of dust and pet hair.

## GARAGE & STORAGE SHED

- All personal items, trash and debris must be removed and storage areas swept and wiped clean.
- Garage and storage shed doors and windows must be closed and locked.
- If supplied, garage door remotes and keys must be returned.

## EXTERIOR

- All personal items, trash and debris must be removed from the premises.
- Cigarette butts must be removed from the grounds.
- Any animal debris or excrement must be removed.
- Porches and decks must be free of trash and debris, and all personal items must be removed from beneath.
- Lawn must be mowed if lawn care is your responsibility.

## UTILITIES

- Please notify us as to the date you will turn off your power so that we can be sure it is switched over correctly so it does not go off.
- All Water Bills must be paid in full.