

MOVE-OUT CHECKLIST

This information is being provided to assist you in completing your final inspection with the least amount of difficulty. The inspector has only thirty minutes to complete your inspection, please be prepared as there will only be one inspection. The inspector will clear your property inventory, collect your keys and name letters, if applicable. The inspector will also sign your clearance papers if required and give you orders terminating your quarters. Completion of all minimum cleaning standards is the responsibility of the occupant even if it was listed as a deficiency on the assignment check-in sheets. If damage has occurred, call management office for assessment.

Interior Minimum Cleaning Standards		
Description	yes	no
Walls, Baseboards, Vents & Ceilings Remove all dirt, cobwebs, crayon and pencil marks, food, etc., from walls, baseboards, vents, ceilings fans and ceilings. Remove all nails, screws and anchors – PATCH holes with spackling.		
Floors Broom cleaned & Mopped INCLUDING BASEMENT FLOOR		
Doors Remove all dirt and stains on both sides.		
Light Fixtures Ensure all fixtures have operating bulbs		
Cabinets, Closets, Drawers, and Shades Remove all tape, staples, and tacks. Remove all food particles, trash, and personal items.		
Refrigerator/Freezer Defrost and wipe down interior and exterior surfaces. Remove all food particles.		
Range and Range Hood Remove all burned/crusted-on food from accessible surfaces. Wipe down range hood.		
Kitchen, Bathroom, & Toilet Remove dirt, and excessive soap residue from all surfaces and fixtures.		
Windows & Blinds Wipe and clear of debris.		
Furnace Room Broom swept and cleaned of debris and spider webs.		
Government Owned Furniture & Equipment Wipe down and remove stains.		

Exterior Minimum Cleaning Standards		
Description	yes	no
Remove all trash and animal waste from yard.		
Clean debris from window wells.		
Sweep and clear all debris in carports, patios, balconies, porches, steps, and walks.		
Remove oil spots from driveway and sidewalks.		
Clear Rent-A-Fence (if applicable)		
Remove Satellite Dish Equipment		
Storage Rooms/Sheds: Remove spider webs, nails, hooks, sweep, and remove any privately owned or unserviceable shelving from rooms/sheds. Empty rinse and secure trash and recycle bins.		

Garage Minimum Cleaning Standards		
Description	yes	no
Remove hooks, nails, and sweep out debris/dirt.		
Remove spider webs.		
Broom sweep the garage floor.		
Remove all oil from floor.		