

## 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 and/or parking passes, if applicable. The inspector will also sign your clearance papers if required and give you a certificate of termination. 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 the maintenance office for assessment.

Interior Minimum Cleaning Standards		
Description	Yes	No
<p><b>Appliances:</b></p> <p><b>Stove</b>-Cleaned inside and outside to include drip pans, broiler pans, knobs, glass, chrome, range hood, exhaust fan and filter, storage drawer, racks, under the drip pans, edge of oven door where oven door closes. NO oven cleaner residue left inside the oven.</p> <p><b>Refrigerator/Freezer</b>-Cleaned inside and outside to include freezer, racks, seals vents and under the refrigerator. Remove all food particles.</p> <p><b>Dishwasher</b>-Cleaned inside and outside to include removing soap scum from interior and door seals of dishwasher.</p> <p><b>Pull out from wall</b>-Stove and refrigerator and clean sides of cabinets, sides of the stove and/or refrigerator, the wall behind and the floor underneath. Be extra careful so as not to damage the floor under the appliance.</p>		
<p><b>Bathrooms:</b></p> <p>All mirrors, cabinets, counters, sinks, tubs/showers, and commodes clean. All soap scum and water deposits must be removed from tub/shower walls, doors, and faucets. Remove any child lock mechanism.</p> <p><b>Toilet</b>-Remove dirt, and excessive soap residue from all surfaces and fixtures.</p>		
<p><b>Cabinets, Closets, Drawers, and Shades:</b></p> <p>Remove all tape, staples, and tacks. Remove all food particles, trash, personal items and child locks.</p>		
<p><b>Doors:</b></p> <p>Remove all dirt and stains on both sides. Remove child locks on door knobs.</p>		
<p><b>Floors:</b></p> <p>All floors free of loose debris and cleaned.</p> <p><b>Carpet</b>- Vacuum and steam cleaned. Deodorizing and flea treatment required for ALL homes with pets.</p> <p><b>Vinyl</b>- Floors swept and mopped.</p> <p><b>Basement/Utility Room</b>- Broom swept and cleaned of debris and spider webs to include around and behind HVAC and water heater. A new, clean furnace filter in place.</p>		
<p><b>Garage:</b></p> <p>Swept and free of dirt/debris, oil grease cleaned off of the floor. Remove spider webs, hooks, nails and any secondary shelves.</p>		

<b>Government Owned Furniture &amp; Equipment</b> (if applicable): Wipe down and remove stains.		
<b>Keys:</b> ALL keys, card key access, parking passes and garage door openers are to be turned in at the move-out inspection.		
<b>Kitchen:</b> -Remove dirt, and excessive soap residue from all surfaces and fixtures.( walls, counters, appliances, ceilings, and cabinets) <b>Range and Range Hood-</b> Remove all burned/crusted-on food from accessible surfaces. Wipe down range hood. Clean or replace drip pans on electric stoves. <b>Cabinets and Counters-</b> Must be cleaned and free of debris, sink scoured. Clean fronts of cabinets, clean handles and drawer pulls. All handles and pulls must be present.		
<b>Light Fixtures:</b> -ALL burnt out light bulbs MUST be replaced and light fixtures washed-free of dust.		
<b>Vents:</b> ALL vents must be cleaned (heating and cooling returns and registers). Remove all dirt, cobwebs, crayon and pencil marks, food, etc.		
<b>Walls, Baseboards, &amp; Ceilings:</b> Remove all dirt, cobwebs, fingerprints or scuff marks, crayon and pencil marks, food, etc., from walls, baseboards, vents, ceilings fans and ceilings. Remove all nails, screws and anchors.		
<b>Windows &amp; Blinds :</b> ALL inside windows cleaned and sills free of dust, curtains and blinds cleaned and sills free of dust, and blinds cleaned (blinds can be soaked in sudsy water in the bathtub, rinsed and dried.) Replacements for broken blinds may be purchased at the Self Help Store, 800 W. Warehouse Rd.		

Exterior Minimum Cleaning Standards		
Description	Yes	No
Clean debris from window wells.		
Clear Rent-A-Fence (if applicable)		
Lawn is to be mowed and free from debris, if pets were allowed, ALL feces must be cleaned up. If the presence of pets has resulted in bare lawn areas, these areas must be resolved; holes filled, area seeded & straw laid over.		
Remove all trash and animal waste from the yard.		
Remove name letters and place them in a bag for the inspector (if applicable).		
Remove oil spots from driveway and sidewalks.		
Remove Satellite Dish Equipment (if applicable).		
Storage Rooms/Sheds: Remove spider webs, nails, hooks, sweep, and remove any privately owned or unserviceable shelving from rooms/sheds.		
Sweep and clear all debris in carports, patios, balconies, porches, steps, and walks. Hooks, tape, Command Strips, etc.on porch must be removed.		
Empty, rinse and secure trash and recycle bins - store in garage if applicable. No trash on the curb.		