

Resident Name(s): \_\_\_\_\_

Current Premises Address: \_\_\_\_\_

Building Name: \_\_\_\_\_

 Premises to be vacated on *(date and time)*: \_\_\_\_\_

The following items are often overlooked when cleaning and vacating a home. Please put a checkmark by each section when completed. In addition to any repairs required, satisfactory completion of these items may impact full return of your security deposit. Resident shall be liable for any damage to the premises caused by Resident's acts or neglect other than reasonable wear and tear. Resident shall also be liable for any damage to the premises caused by a family member, invitee, licensee, or any person acting under Resident's control.

✓	ITEM	SPECIFIC REQUIREMENTS
<input type="checkbox"/>	<b>CARPETS / HARDWOOD FLOORS</b>	Unless otherwise authorized, Resident shall have all carpets and all hardwood, laminate and/or tile floors professionally cleaned and deodorized at Resident's expense after all furnishings and personal items have been removed from the premises. Persons cleaning carpets and hardwood floors must be licensed, insured and approved by Owner prior to performing the cleaning. Contact Owner before scheduling the cleaning.
<input type="checkbox"/>	<b>ODORS</b>	Odors (cooking, pet, smoke, etc.) must be eliminated. This may require extensive professional cleaning of carpets, walls, woodwork, appliances, exhaust fans, windows and window coverings. Exceptional cases could require carpet replacement & extensive painting.
<input type="checkbox"/>	<b>CABINETS / DRAWERS / SHELVES</b>	Wiped clean inside and out.
<input type="checkbox"/>	<b>VINYL FLOORS</b>	Floors must be swept and damp mopped.
<input type="checkbox"/>	<b>APPLIANCES</b>	Please clean the top, behind and underneath the refrigerator, range, washer and dryer. Clean the oven, under the stovetop and clean or replace stove drip pans. Leave refrigerator on low – <b>DO NOT TURN OFF</b>
<input type="checkbox"/>	<b>WINDOWS / BLINDS</b>	Cleaned inside and outside (where accessible). Blinds dusted & cleaned. Damaged or excessively dirty blinds may require replacement or professional cleaning.
<input type="checkbox"/>	<b>LIGHT FIXTURES &amp; GLOBES</b>	Wiped clean. Replace burned out bulbs with appropriate bulb for individual fixtures (standard, clear, floor, fluorescent, decorative, etc.)
<input type="checkbox"/>	<b>FIREPLACE</b>	Completely cleaned. All ashes and firewood removed.
<input type="checkbox"/>	<b>WALLS / CEILINGS</b>	Wash walls with a clean cloth. Wipe off scuff marks and smudges. Remove nails and picture hooks. Remove cob webs and dust all surfaces. <b>DO NOT SPACKLE</b> . Clean all outlet and switch-plate covers.
<input type="checkbox"/>	<b>GARAGE / DECK / PATIO</b>	Please remove all personal items and sweep. Clean grease and oil off the floor.
<input type="checkbox"/>	<b>YARD</b>	Make sure lawn is mowed and edged and flowerbeds are weeded just prior to vacating the property.
<input type="checkbox"/>	<b>UTILITIES</b>	You are responsible through the last day of your lease. Call for a final billing. <b>DO NOT HAVE UTILITIES DISCONNECTED</b> .
<input type="checkbox"/>	<b>GARBAGE</b>	All garbage and debris must be removed from the property.
<input type="checkbox"/>	<b>HEAT / AC</b>	Set heat at 55°. Do not turn heat off. Do turn off air conditioning.
<input type="checkbox"/>	<b>SMOKE / CO DETECTORS</b>	Check that all smoke or CO detectors are in working order and replace batteries if necessary.
<input type="checkbox"/>	<b>PETS / ANIMALS</b>	All damage must be repaired and waste removed. You may be charged for professional flea or other pest treatments.
<input type="checkbox"/>	<b>HAZARDOUS WASTE</b>	Paint, motor oil, antifreeze, batteries (standard and automotive), cleaning products, pesticides, fluorescent lighting tubes and bulbs, etc. must be properly disposed of. Charges could apply for disposal of any items left on the property that are considered hazardous.
<input type="checkbox"/>	<b>OTHER:</b>	

**TO ENSURE PROMPT RETURN OF YOUR SECURITY DEPOSIT:** Please notify us when you have completely vacated the property and are finished cleaning. It is not necessary that you be present when we do our move-out inspection. Failure to comply with the above mentioned items could result in additional deductions from your security deposit. **DO NOT** lock keys inside the property.

**Provide your forwarding address to the United States Postal Service (USPS) AND to the Owner/Agent in writing.**

Resident Forwarding Address: \_\_\_\_\_

**Please deliver keys and garage door remotes (if applicable) directly to Owner/Agent, or make prior arrangements with Owner/Agent on what to do with these items. Owner/Agent can be reached at:**

Owner/Agent Address: \_\_\_\_\_

Owner/Agent Phone: \_\_\_\_\_ Owner/Agent Email: \_\_\_\_\_

**The property will not be considered vacated until the Owner/Agent has received ALL keys & garage remotes.**

Your deposit refund and/or accounting will be sent to the forwarding address provided to Owner/Agent in writing or if not provided, to the address at the top of the first page of this document within the time allowed by law after possession is returned to the Owner (thirty (30) days or as otherwise provided by law of move out (or less if indicated in the rental agreement). Failure to provide a forwarding address to Owner/Agent or to United States Postal Service (USPS) may delay your receipt of refund.

Owner/Agent: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_