

TENANT MOVE-OUT GUIDELINES AND CLEANING CHECKLIST

VerraTerra Property Management LLC – Form 25 – revised July 2013

(This is for the Tenant's informational use only and is not an addendum to the Lease Agreement)

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed as listed to our satisfaction, it will facilitate the return of your security deposit. If cleaning is not satisfactory, a cleaner will be hired at your expense at the prevailing rate, or \$50/hour, whichever is more, to clean the property and the cost will be deducted from your security deposit.

Move-Out Checklist

1. **Utilities and Services** - Contact all utilities you are responsible for and inform them of your lease end date and request a final bill. Be sure to pay these bills in full inclusive of any meter reading fees! Contact cable/internet providers to disconnect service.
2. **Mail Forwarding** - Contact the post office and provide the service with your forwarding address. Any mail received at the Property after your lease term will be discarded unless prior arrangements are made with the Landlord/Property Manager.
3. **Personal Property** - Do not leave any personal property behind. You will be charged \$150/hour or more for the disposal thereof.
4. **Move-Out Inspection** - Please call our office (206-408-8077) to schedule a time for your Move-Out Walk Through. Everything must be out of the Premises and cleaned in order to perform the inspection. You must be present as well so there are no misunderstandings.
5. **Carpet Cleaning** - All carpets must be professionally cleaned in accordance with the Lease Agreement. Home machines or rented machines will not suffice. ChemDry type cleaning will not suffice either. Carpet cleaning is performed at your expense. If you would like us to arrange for this with a preferred contractor, please let us know at least one week prior to the end of your Lease. If you hire your own, you must provide us with the paid invoice/receipt showing the work has been completed. If carpets are not cleaned, you will be responsible for and charged for the expense.
6. **Keys** – Gather all the keys and garage remotes that were provided to you and any copies of keys that may have been made. These will need to be surrendered to us no later than your Move-Out Inspection. Our security deposit processing time starts the day after your Move-Out Inspection.
7. **Furnace Filter** – If the furnace filter hasn't been changed in the last (six) 6 months, it will need to be changed out at your expense.
8. **Trash** - No trash is to be left behind; Do NOT leave garbage at the curb. Do NOT have the trash company take the trash cans unless you provided your own trash cans.
9. **Alarms** – Do NOT take the carbon monoxide alarms installed in the house. You will be charged for them if you do.

Cleaning Checklist

All Areas/General:

- Replace any burned out light bulbs, canned lights, etc. All light fixtures should be working.
- Dust the blinds (if applicable) and ceiling fan blades (if applicable)
- Clean window interiors, window sills and tracks
- Dust baseboard heaters (if applicable) and return air vents
- Vacuum carpeted areas before carpet cleaning
- Mop all hard flooring surfaces
- Wipe down any closet shelves
- Any signs of mildew must be cleaned up with a mold/mildew remover
- Walls cleaned and marks removed

Kitchen:

- Clean oven, top of the range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they are not clean). Sweep the floor underneath if accessible.
- Clean refrigerator and freezer, inside, outside and sweep floor underneath. Leave the refrigerator on
- Wipe clean all cabinet shelves and drawers inside and wipe clean cabinet fronts. Clean any greasy areas if applicable.
- Clean the sink and inside and outside of microwave
- Wipe clean counter tops

Bathrooms:

- Scrub clean the toilet, showers, tubs and sinks.
- Built up soap scum on shower doors, tubs, sinks must be cleaned off.
- Any signs of mildew must be cleaned up with a mold/mildew remover.
- Wipe clean all cabinet shelves and drawers inside and wipe clean cabinet fronts.

Storage Room/Garage:

- Floors swept clean
- Items/materials left with the house when you moved in, such as paint cans or tools, should be left on any shelves or on the floor.

Landscaping:

- Lawn must be mowed
- Yard must be raked and free of debris
- Garden/flower beds should be weed free