



LauraHawley

Owner / Broker / Property Manager

MOVE-OUT / CLEANING CHECKLIST

KITCHEN

WORK AREA / CABINETS

- Clean cabinet shelves, doors, & in drawers
- Clean cabinet under sink
- Clean counters; remove stains
- Remove fingerprints from cabinets
- Polish outside of cabinets and drawer faces
- Clean sink; remove stains; polish fixtures
- Clear disposal of all food particles and debris
- Clean wall above sink

STOVE / OVEN

- Clean walls around & above stove
- Clean hood inside and out
- Remove filter; clean, and replace
- Clean stove tops & rings
- Replace drip pans
- Clean control panel
- Clean outside panes & door handle
- Clean oven & racks (don't use over cleaner in self-cleaning ovens or painted surfaces)
- Clean storage drawer(s)
- Clean & store broiler pan

REFRIGERATOR

- Clean sides, top, bottom grill, doors & handles
- Defrost & clean freezer
- Remove & clean shelves & crisper(s)
- Clean door shelves & egg tray
- Clean magnetic seal on doors
- Move refrigerator away from wall and clean
- Leave refrigerator plugged in and on

DISHWASHER

- Remove items fallen to the bottom
- Remove soap deposits
- Clean along inside of door edge
- Clean outside door & control panel
- Run one last washing cycle while empty

BATHROOMS

- Clean & disinfect tub / surround / shower stalls
- Clean tile / grout
- Polish all fixtures
- Clean sink & soap holder
- Clean inside/outside cabinets and drawers
- Polish outside of cabinets and drawer faces
- Clean medicine cabinet, inside/outside
- Clean mirror(s)
- Clean and disinfect inside/outside of toilet
- Clean floor removing ALL dirt along tub/shower base
- AND toilet
- Clean towel bars / tissue holders

GENERAL CLEANING

FLOORS

- Mop all tile/vinyl floors
- Clean all wood floors using wood floor cleaner
- Have all carpets professionally cleaned & turn in receipt (call for recommendations)

WALLS / CEILINGS / BASEBOARDS / WOODWORK

- Remove all cobwebs
- Remove all nails from walls
- Do not paint or spackle without written permission!
- Wash all walls (even if they will be painted)
- Remove all marks/fingerprints on walls
- Clean all switch plates and replace missing ones
- Clean all outlet plates and replace missing ones
- Clean all baseboards
- Clean all painted woodwork
- Clean all stained wood with Liquid Gold or equivalent

LIGHT FIXTURES / CEILING FANS

- Wash all light fixtures / covers / shades & fan blades
- Replace all burned out light bulbs

CLOSETS

- Clean all closet shelves, rods, and remove hangers



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WINDOWS / DOORS / KNOBS

- Clean all windows, sills, and tracks inside and out
- Secure all window screens
- Clean all mini & vertical blinds
- If occupied more than 1 year, dry-clean draperies
- Clean all door facings, frames, and tops
- Clean all knobs & remove fingerprints around them
- Dust slats on all louvered doors
- Clean glass including sidelights

STAIRS

- Clean all stairs and handrails including brackets

HVAC / LAUNDRY / MISC.

- Replace HVAC Filters
- Clean HVAC return air grates
- Clean top of water heater
- Clean laundry sink and polish fixtures
- Clean inside and outside edges and washer tub
- Clean inside and outside edges and lint filter

SMOKE DETECTORS

- Test all alarms and replace batteries

FIREPLACE / WOOD STOVE / PELLET STOVE

- Remove all debris and clean
- Clean hearth and mantle

GARAGE / CARPORT / DRIVEWAY

- Sweep floor
- Remove cobwebs
- Clean oil stains

EXTERIOR / YARD

- Remove cobwebs from eaves, doorways
- Clean dirt / mildew from exterior
- Clean exterior light fixtures and replace bulbs
- Mow, edge, and trim lawn
- Weed all planter areas
- Remove all debris, trash and yard waste

LASTLY

- Remove all personal property including firewood, lawn furniture, phone books, shower curtains, toilet brushes, cleaning supplies, hangers, etc. (Anything abandoned or left on the property will cause expense to you)

- Check all interior, and exterior closets, cabinets, garage, yard, storage room, and crawlspace

- Arrange to have all trash hauled away by a third party

- Leave all operator manuals you received in kitchen drawer

REPAIRS

- If you have damaged it, you must pay to repair it (call for list of our approved contractors)
- Broken windows are your responsibility
- Damaged or missing screens are your responsibility
- Notify property manager of any leaky faucets, running toilets, or other repairs needed

DOUBLE CHECK THIS LIST

THANK YOU!

Tenants typically underestimate the amount of time it takes to completely clean a vacant property and often do not schedule enough time during their move to complete the cleaning process.

You may hire a Real Estate Opportunities, LLC approved vendor. Doing so will eliminate any guess work as to whether the home has been cleaned to our standards. Choosing an approved vendor saves you valuable time and if we find that there is something that still needs to be cleaned and if you have paid them for cleaning the item (i.e. oven, windows, etc.) then we will address it with them and it won't be withheld from your security deposit.

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