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Rental Checkout Checklist

To our tenants: We appreciate your occupancy of our house, and we want to make your move to your new home as stress free as possible. It is always our intention to return the full deposit to our tenants, assuming the house is returned to us in the condition presented. We encourage you to insure adequate time and resources between your move-out and the final inspection/deposit return date, to insure that these items are completed. The checklist below is what we will use upon your notification that the house is ready for checkout inspection. We would ALWAYS prefer to return the full deposit, rather than have to deduct fees for correction of deficiencies. Our hourly rate for any additional cleanup or repairs is \$50/hour. If you follow and comply with all items on this checklist, there will be no issues with our returning your full deposit.

It will be to your advantage to have the house ready for move-out inspection several days prior to the end of your rental period, to give you time to correct any discrepancies we may find during final inspection. Be advised that if the inspection is delayed until the final day of occupancy, and discrepancies are found, you may be liable for additional days of rent while the deficiencies are corrected.

INSIDE:

- blinds cleaned
- Walls: all smudges cleaned, nail holes filled with spackle
- All windows cleaned
- screens cleaned, inside and out
- all ceiling fan blades cleaned
- A/C filter replaced or fresh
- Stove, including oven, cleaned
- Refrigerator, including interior, on top, and behind
- All shelving, drawers and cabinets wiped clean
- All trash, boxes, etc removed from house and garage
- All light bulbs operational
- Garage swept and all occupant items removed
- Bathrooms: toilets cleaned, inside, outside and behind on floor
- Carpets professionally cleaned (invoice from cleaners required)
- Floors swept and mopped
- tubs, showers, and sink fixtures cleaned
- Undersink areas (bathrooms and kitchen) cleared out and clean
- All woodwork (baseboard trim, window sills, bannisters and doors) cleaned of dust, grease and fingerprints
- Cobwebs swept from all walls, corners, and ceilings
- Light fixtures removed and cleaned of bugs and debris
- Attic: all occupant items removed

OUTSIDE:

- plants pruned
- leaves collected, bagged, and disposed of
- Weeding completed
- grass recently mowed
- Driveway and garage... grease stains removed
- All keys and remote controls available
- All occupant items removed