



MOVE-OUT INSTRUCTIONS

TO:

12/17/12

1. ___ **Please phone 3 to 5 days in advance to schedule your move-out inspection**
2. ___ All floors swept, mopped, dried
3. ___ All walls and ceilings dusted down and all dirt, smudges, and grease washed off
4. ___ Wash down all baseboards, woodwork, and windowsills
5. ___ Clean and wash all light fixtures
6. ___ Thoroughly clean all bathroom fixtures – toilet (s), bathtub (s), showers, sinks, and cabinets (inside & out)
7. ___ Clean & wash inside of kitchen, removing all dirt and grease including kitchen sink and fixtures
8. ___ **Keep all utilities on** until the day after your move-out inspection is complete
9. ___ Clean underneath, behind and between stove and refrigerator area. Wash down outside of stove and refrigerator.
10. ___ Clean insides of stove, refrigerator and dishwasher with appropriate cleansers
11. ___ Sweep and mop hallway floors and dust hallway walls
12. ___ Vacuum carpets
13. ___ Clean closets. Shelves and rods wiped down
14. ___ Clean all windows, screens, and return them to their proper place
15. ___ Remove all items from deck, balcony, closet, attic, crawlspace, basement, yard, shed, etc
16. ___ Lawn, driveway, garage, outbuildings to be free of all trash, rubbish, and loose personal property
17. ___ Clean and wash down insides and outsides of all cabinets. Use degreaser if necessary
18. ___ All trash and garbage to be removed from property. Do not pile up garbage at the curb.
19. ___ Remove all garbage from property before your move-out inspection
20. ___ Do not remove curtain rods and brackets
21. ___ All keys are to be returned on or before your move-out inspection
22. ___ Wash windows
23. ___ Light bulbs – all light fixtures are to have working light bulbs in all bulb sockets
24. ___ Smoke alarms must be in working order with good battery
25. ___ PLEASE PHONE 3 to 5 days in advance to schedule your move-out inspection

Please allow ample time to perform necessary cleaning/repairs. Any repainting, repairs, cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition will be deducted from your security deposit at a rate of \$25.00 an hour. Your security deposit will be mailed to the forwarding address you provide within 14 days after your move-out inspection has been completed.

Attached is your move-in “Landlord-Tenant Checklist.” We expect you to return your home to the same condition as when you moved in. If you have any questions, please call. Good luck with your move!

Sincerely,
Management, Sky One Properties

Jordin Crump, Real Estate Agent
Team West Realty

