

Move-Out Planner

- Contact USPS.com to have your mail forwarded to your new address, effective the date you intend to vacate.
- Replace furnace filter and batteries in thermostats, smoke detectors and carbon monoxide detectors.
- Repair damaged screens, screen doors, broken windows or any other damages you or your pets have caused.
- Refrigerator: Clean inside, outside (including top & back), grill, seals, floor under refrigerator.
- Range, Hood & Microwave: Clean oven, racks, top, front, sides, under drip pans, drawer. Replace drip pans/rings.
- Dishwasher: Clean inside, outside, knobs, seals and door edges.
- Sinks/Countertops/Cabinets: Clean faucets, knobs, pipes under sink, faces, handles, hinges, inside & outside. Leave stoppers and disposal wrench inside kitchen sink cabinet.
- Windows/Storm Windows/Sliding Glass Doors: Clean inside, including frames, sills and tracks
- Light Fixtures & Fans: Clean inside and outside, replace missing/bad bulbs with proper light bulbs
- Mini Blinds: Clean or replace as needed (white, not alabaster)
- Doors: Clean front, back, door frames, knobs, hinges on all interior and exterior doors
- Light switches/outlet covers: Clean
- Vent & Register covers: Clean covers and vacuum vents, clean bathroom vent fan grille.
- Hot Water Heater/Furnace: Clean, dust and vacuum. Clean thermostat housing
- Tub: Clean tub, tile, surround, grout, caulk, faucet and handles, showerhead and drain
- Toilet: Clean inside, outside, water shut off faucets, toilet seat, shine
- Walls: Wipe down all walls, remove nails, hangers, smudges and fingerprints (**DO NOT SPACKLE HOLES**)
- Floors & Baseboards: Clean, sweep, mop and/or vacuum (including edges and corners)
- Unfinished Basement & Garages: Clean, sweep, mop, remove cobwebs, remove oil stains.
- Porches/Decks/Patios: Pick up trash, clean cobwebs and sweep leaves & debris.
- Mowing & Yard Maintenance: Unless we provide lawn care, mow the yard a final time, trim shrubbery, rake & dispose of leaves. Remove wild growth & "volunteer" saplings along foundation perimeter and fencing
- ***After all the above is completed and prior to your move-out inspection appointment, have the carpeting professionally cleaned, the unit treated for fleas if you had a pet and turn in paid receipts for these when you turn in your keys to prevent duplicate charges.***