

# Move out Checklist

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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 in full. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 21 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$35/hour for their services will be deducted from your security deposit.

- ▶ **Your security deposit does not apply to your last months rent!**
- ▶ **You are to be moved out of the house by noon on the last day of your lease.**
- ▶ **Leave all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls.**
- ▶ We will not charge for filling nail holes unless there is an unusual quantity.
- ▶ Leave all house, bedroom door and garage keys, in an envelope, along with your forwarding address.
- ▶ **Contact** Seattle City Light for the electric service **(206) 684-3000 to take a final meter reading at the end of the lease term.** If you move out before the last day of your lease, Seattle City Light must be kept in your name until the end of the lease.
- ▶ Furnish the Post Office with your forwarding address online at [www.usps.com](http://www.usps.com).
- ▶ **Arrange for your phone and cable service to be disconnected.**
- ▶ **We will email you with a time for a move-out inspection.**
- ▶ Everything must be out of the house to do the move-out inspection. You do not need to be present but it is often a good idea to have at least one person so there are no misunderstandings.
- ▶ **All carpets must be professionally cleaned** by a truck mounted cleaning company.
- ▶ Cleaning is to be done at your expense.
- ▶ **Notify us if you will be leaving furniture behind** so that arrangements can be made to have Waste Management pick it up. There will be a fee.
- ▶ **Please email me at [winedivadeb@hotmail.com](mailto:winedivadeb@hotmail.com) with questions** regarding these guidelines.



# CLEANING CHECKLIST

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## LIVING ROOM

- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Vacuum carpet and any cobwebs or clean hardwood floors completely
- Wipe down closet shelf, if applicable

## KITCHEN

- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wash ceiling fan, counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. Turn it off and leave the doors propped open. (Defrost with hair dryer if necessary.)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe out all cupboards and drawers inside and out
- Vacuum any dust off ceiling from fan
- Scrub floor, even under appliances, leave appliances pulled out
- Wipe down closet shelf, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven, and fan)



## **BATHROOM**

- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Scrub the bathtub, toilet, and sink inside and out
- Clean medicine chest and shelves and closet and/ or cupboards
- Scrub floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs
- Wipe down washer and dryer inside and out, if applicable

## **BEDROOMS**

- Wash windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wipe down closet shelves
- Wash ceiling fan, blades, and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

## **STORAGE AND GARAGE**

- Sweep out or vacuum any storage areas, garages, or basements
- Remove all junk that does not belong to the house. Photos were taken of what should be left
- Replace any burned out light bulbs

