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Property Management

**Move Out Checklist**

\_\_ Cancel ACH Payments (if you are set up to pay rent this way)

\_\_ Log in to Tenant Portal and enter forwarding address

\_\_ Leave Keys, garage remotes and any (all) fobs on kitchen counter

\_\_ Forward mail

**Cleaning Instructions**

**General:**

\_\_Replace all burned out light bulbs

\_\_Replace all air filters

\_\_Remove all furniture and personal Items

**Kitchen:**

1. Clean refrigerator, shelves and freezer.
2. Carefully pull out the fridge and clean out around and behind it.
3. Clean cupboards, under sink and base boards.
4. Clean under burners, controls, rinds, drip pans and stovetop. Wipe down front and sides of range. Exhaust fan must be clean and grease free.
5. Clean oven; be sure to have all traces of oven cleaner wiped away.
6. Scour sinks and remove all stains. Disposal should be clean and in working order.
7. Sweep and mop kitchen floor.
8. Wipe down exterior faces of all cupboards. They should be clean and grease-free.
9. Clean out dishwasher and leave in good working order.

**Living Room/Family Room**

1. Carpets must be vacuumed.
2. Sweep and mop hardwood or tile floors.
3. Clean baseboards and remove finger mark fingerprints off of switches and walls.

**Bedrooms:**

1. Same as living room/family room instructions.
2. Vacuum closets and dust shelves.

**Laundry Room:**

1. Remove all lint from dryer lint trap.
2. Remove all debris from behind and around the washer and dryer.

**Bathroom:**

1. Scour toilet bowl and clean with a disinfectant to include outside of the bowl, seat, rim and tank.
2. Scour bathtub to remove all rings. Remove any soap build-up on sides of the tub enclosure.
3. Scour sink and clean faucet. Wipe down countertops and clean mirror.
4. Wipe down the interior and exterior of all cabinets and drawers.
5. Sweep and mop the floor.

**Storage areas, patios, carports, garages and basements:**

1. Sweep and clean all patios, carports, garages and basements.
2. Completely empty and sweet all storage areas/attic spaces.

**Painting walls and touch ups:**

1. Please do not touch up wall paint. If walls are touched up and paint does not match, tenant will be charged to have walls repainted by a professional.
2. Please do not touch up holes created by hanging a flat-screen TV. Southern Key Realty will have the walls touched up after you have moved out of the house. The fee for having a TV wall-mount repaired will be deducted from the security deposit.

**For your information:**

* **All light bulbs can be purchased at Wal –Mart or Lowes**
* **Normal wear and tear is not dirt or soiled areas**
* **Old furniture and excess trash must be taken to Recycling Center**
* **You will not be charged for small nail holes.**
* **Do not attempt to repair a large sheetrock area that is damaged. You will be charged for attempting poor repair work.**