

Tenant Move-out Guide

This document was created to assist you as you prepare to leave your property for the final time and return your keys to us. To save time and stress contact us at Total Property Solutions to arrange the **Move-out Cleaning and Maintenance Crew** to attend to the listed tasks below. As a general rule, you should plan to leave the property in substantially the same condition as it was when you moved in. Anything that you altered in the property should be returned to its original condition. Specific items to keep in mind would include:

Exterior

1. All trash, yard debris, and unwanted personal items must be removed from the property.
2. All flower beds and foundation plant areas should be free of weeds, leaves and debris. If these areas were mulched when you moved in, they should be mulched when you move out.
3. Lawn should be mowed and free of debris. All shrubs should be properly trimmed.
4. Driveway and walkways should be clean with no new stains or damage.
5. Gutters and downspouts should be clean.

Kitchen

1. Stove, oven, microwave, dishwasher and refrigerator should all be thoroughly cleaned inside and out. You should clean the areas under and behind the refrigerator and range (if it is movable). Make sure all gaskets, drawers and compartments are clean.
2. All cabinets should be empty, clean, degreased and shelf paper removed.

Bathrooms

1. Floors and walls, paying particular attention to shower area, must be clean and free of soap residue.
2. Toilet should be clean and free of stains.
3. Medicine cabinets and vanities should be empty, clean and shelf paper removed.

Utility rooms

1. Clean and free of debris and cobwebs.
2. Washer and dryer and the areas underneath and behind these appliances should be clean and free of debris and soap residue. Lint filters should be clean
3. Furnace filters should be fresh

Carpets

1. All carpets should be professionally steam cleaned and you should have a receipt to document this.

General

1. Windows – all broken glass and screens should be repaired and windows clean and free of dust including glass, sills and trim
2. Fireplace – firebox should be clean and free of ash and chimney should be cleaned. You should have a receipt to document this.
3. Walls should be clean, free of dust and stains and all nails and fasteners removed.
4. Trim moldings and air vents should be free of dust.
5. Smoke detectors should be in working order with functioning batteries.
6. Window treatments (if provided) should be undamaged, clean and free of dust.
7. All light fixtures should be clean (inside the glass and out) and have working bulbs

At the time of final inspection you should have the following paperwork:

1. Receipt for professional carpet cleaning (if you have carpets)
2. Receipt for professional chimney cleaning (if you have a working fireplace)
3. Forwarding contact information including an address to forward the security deposit refund.
4. All keys including any copies made during tenancy