

Advanced Management Specialists, Inc.

Move Out Checklist

GENERAL:

- All rent and late fees should be paid in full or a satisfactory settlement made with Advanced Management for any balance due.
- Inform us of your forwarding address and file a change of address with the post office.
- All carpets should be professionally cleaned using an acceptable company. (Copy of receipt required) ****Pet odors are a special problem and require expertise. Should you have this kind of problem, please contact management for additional instructions.
- Clean all windows, inside and outside.
- Clean all windowsills and tracks.
- All walls must be clean and free of fingerprints, nail holes and any damages should be properly repaired.
- Wipe down baseboards.
- Wash all glass light fixtures, dust chandeliers and ceiling fans.
- Clean all switch and plug plates; replace any broken ones.
- Replace all burned out light bulbs.
- Check all screens, make sure they are free of holes and the frames are not bent.
- Replace A/C furnace filter. Clean cold air returns and vents.
- Remove any dust buildup from ceilings and around air vents.
- Mini blinds must be cleaned and free from all dust and dirt.
- Fireplace must be cleaned out of all ashes and debris if applicable.
- All doors and windows should be properly locked or fastened.
- All personal property, including furniture, motor vehicles and all other items not on the property when you moved in should be removed from the home and surrounding property. *Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at **YOUR** expense.*
- YOU MUST RETURN ALL KEYS & GARAGE DOOR OPENERS TO OUR OFFICE OR RENT WILL BE CHARGED TO YOU UNTIL THEY ARE.**

KITCHEN:

- Cabinets should be free of dirt and any accumulated grease both interior and exterior. (Make sure to check and clean top of cabinets)
- Hard floors should be cleaned and freshly mopped.
- Refrigerator should be thoroughly cleaned. Ice should be emptied from freezer and icemaker should be in the off position. Pull refrigerator out from wall & clean behind it and floor underneath, vacuum coils.
- Unplug the refrigerator and leave the doors in the open position to avoid mildew.
- Dishwasher should be emptied and clean and the gasket around the door should be clean and free of build up.
- Range & oven should be clean including racks. **Replace drip pans**, for free standing ranges, pull from wall & clean behind, sides and floor underneath.
- Vent hood should be free of grease and dirt and grease filter should be removed and washed with soap and hot water or in dishwasher.

BATHROOMS:

- Floor should be clean and freshly mopped.
- Cabinets, drawers and linen closet should be thoroughly cleaned both interior and exterior.
- Sink and mirror should be cleaned.
- Toilet should be cleaned and base should be clean and free of any build up.
- Shower, bath tile and fixtures should be free of soap residue and mildew; floor of shower and bath should be clean.

GARAGE, DRIVEWAY AND UTILITY:

- Sweep Garage and remove all debris.
- Dust and cobwebs should be removed from walls and ceiling.
- Oil/grease stains and/or any other stains should be cleaned and or pressure washed as needed.
- Washer and Dryer (if provided) should be clean and free of dust and detergents.
- Dryer lint trap should be emptied and clean.
- Floor around, under and behind Washer and Dryer should be clean and freshly mopped.
- Remove any personal belongings that may have been stored in the attic.
- Sweep patio or balcony area, remove cobwebs.

YARD:

- Yard should be freshly mowed, trimmed and free of debris.
- Shrubs and bushes should be trimmed and neat.
- Flowerbeds and planter areas should be free of weeds and debris.
- Sprinkler system (if applicable) should be activated and set for automatic watering at least 2 days per week.

****Please remember that keys & garage door opener remotes must be turned in no later than 12:00 noon on the day after the lease ends to avoid being charged any additional rent. If this falls on a weekend you will need to make arrangements to return keys during our normal business hours.**

Landlords are permitted to deduct from security deposits for damage or excessive filth, but not for ordinary wear and tear.

Typically, landlords may charge tenants for any cleaning or repairs necessary to restore the rental unit to its condition at the beginning of the tenancy. Here are "examples" of wear and tear versus damage or excessive filth.

Ordinary Wear and Tear: Landlord's Responsibility	Damage or Excessive Filth: Tenant's Responsibility
Curtains faded by the sun	Cigarette burns in curtains or carpets
Water-stained linoleum by shower	Broken tiles in bathroom
Minor marks on or nicks in wall	Large marks, crayon or marker on or holes in wall
Dents in the wall where a door handle bumped it	Door off its hinges
Moderate dirt or spotting on carpet	Rips in carpet, urine stains from pets, Juice or drink stains
A few small tack or nail holes in wall	Lots of picture holes or gouges in walls that require patching as well as repainting
A rug worn thin by normal use	Stains in rug caused by a leaking fish tank
Worn gaskets on refrigerator doors	Broken refrigerator shelf
Faded paint on bedroom wall	Water damage on wall from hanging plants
Dark patches of ingrained soil on hardwood floors that have lost their finish and have been worn down to bare wood	Water stains on wood floors and windowsills caused by windows being left open during rainstorms
Warped cabinet doors that won't close	Sticky cabinets and interiors
Stains on old porcelain fixtures that have lost their protective coating	Grime-coated bathtub and toilet
Moderately dirty mini-blinds	Missing mini-blinds
Bathroom mirror beginning to "de-silver" (black spots)	Mirrors caked with lipstick and makeup
Clothes dryer that delivers cold air because the thermostat has given out	Dryer that won't turn at all because it's been over-loaded
Toilet flushes inadequately because mineral deposits have clogged the jets	Toilet won't flush properly because it's stopped up with a diaper