

TENANT MOVE OUT CHECKLIST

We understand that moving is very stressful and hard work; however, we do request that you attend to a number of important details:

- ✓ We must be given **no less than** 30 days prior notice that you are intending to vacate. You must pay rent for the entire final month.
- ✓ We must have your forwarding address.
- ✓ All utilities must remain on and in your name until the final day of your lease unless otherwise authorized. You must pay your final utility bills after you move out.
- ✓ You will be charged rent for any additional days you have possession beyond the termination date you provided in your 30 day notice.

You are expected to clean the residence and restore it to the condition it was in when you took possession of it prior to returning your keys. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items we can refer professionals to you. If you use a professional carpet cleaner, home cleaner or contractor for repairs, we will not be held their standard of performance.

If the residence has carpet, please use a highly reputable carpet cleaning company—do not use rental equipment to clean carpet. Inferior carpet cleaning creates extra cost for us and you will be charged for cleaning the carpet again.

Return this signed document when your return your keys, garage door openers, etc.

Kitchen

- All exhaust fans and vent covers shall be in working order and clean of dust and great. Non-carbon filters may be washed the dishwasher. If necessary, replace the filters. All appliance light bulbs shall be functional.
- Kitchen cabinets, shelves, and countertops must be cleaned, free of debris and grime.
- Refrigerator/freezer must be cleaned inside and out. Appliance must be carefully pulled out and all dust, debris, dirt and grime removed from the back, sides, seal gasket, handles, grille vent, plus the floor and surrounding walls. All appliance light bulbs shall be functional.
- Dishwasher must be cleaned inside and out.
- All sinks and faucets must be free of lime scale and wiped clean.
- Garbage disposals must be cleared and running freely.
- Kitchen walls and doors must be washed and free of stains, dust, dirt and grease.
- Microwave must be cleaned inside and out, free of grime or evidence of abusive use.
- Range/oven must be cleaned inside and out. Appliance must be carefully pulled out and all dust, dirt, debris, grease and grime removed from the back, sides, cooktop surface, handles, oven, plus the floor and surrounding walls. The oven shall have no leftover oven cleaner residue. The appliance bulb in the oven shall be functional. Replace badly soiled burner drip bowls.
- Any soiling on ceiling or walls shall be washed off, there shall be no stains, dust, dirt or grease.
- All overhead lights shall be functional and clean. There shall be no dead bugs in the light fixtures or grimy dust on them.
- Floors and baseboards shall be mopped and free of stains, dust, dirt and grease.

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Bathrooms

- All bathroom floors and walls must be cleaned with attention to walls, baseboards, corners, and around and behind toilets.
- Drains shall be free of hair or other debris.
- All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum, human waste residue, cleanser residue, etc.
- All medicine cabinets, vanities and drawers must be cleaned inside and outside. They are to be free of any items or debris and wiped clean.
- All mirrors and light fixtures shall be wiped clean. Mirrors shall have no water spots or streaks.

All Rooms

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing. Any restoration must be done in a professional manner.
- All non-carpeted floors shall be free of stains, dust and debris and mopped so that floor is residue and streak free.
- Window and sliding glass doors sills/tracks shall be vacuumed and cleaned to be free of dust, dirt, sand and grime.
- Trim and glass on windows/sliding glass doors shall be washed and grime/streak free.
- Screens shall be free of cobwebs, dust, etc. Repairs for screens damaged by tenant shall be charged to tenant.
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- All walls, ceilings, floors, and closet interiors must be free of smudges, grease and stains.
- All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be working. If there is a problem with any light fixture, it should have been reported prior to your move out.
- All interior and exterior light fixtures shall be cleaned inside and outside. They shall have no grime or dust on any surface and glass lenses shall have NO dead bugs. Ceiling fans shall have the motor housing and blades cleaned both top and bottom.
- All smoke detectors and carbon monoxide detectors must be in working order. Any chirping detectors shall have new batteries installed.
- Laundry and utility rooms must be free of dust, lint, dirt and debris.
- Washing machine interior and exterior must be cleaned so that there is NO residue.
- Dryer interior shall have no debris, and exterior shall be cleaned and filter screen shall be free of lint.
- All carpeted areas must be **professionally cleaned** and a receipt provided. If, upon move out the carpet is found to be unsatisfactorily cleaned, we will call the professionals you used to come back and make it right.
- All skylights shall be free of cobwebs or stains.
- All register grilles and return air grilles shall be clean and free of dust and grime.

Note: Small nail holes in walls should only be spackled with lightweight spackle such as "Dap, Fast and Final" or DuPont Lightweight Spackle." More than ten new nail holes in any wall will be considered beyond normal wear and tear. If you made larger holes, or molly bolt holes, it is considered beyond normal wear and tear and best to leave the repair to a professional. To bring the wall back to its original condition the minimum charge for any wall repair starts at \$75.

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Garage, Carport, and Driveway

- All concrete surfaces shall have all debris removed and be swept off. A garage with a protective painted floor surface shall be mopped clean.
- Concrete garage floors and driveways shall be cleaned. All new oil stains are to be removed. There are a number of products available to accomplish this.
- All storage areas and shelving shall be cleaned and all debris removed.
- Light fixtures cleaned and there shall be no dead bugs.
- Garage door shall be left in good functional order.

Grounds

- All trash, yard debris, and personal items must be **removed** from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. Any trash left in trash cans will result in a fee for taking the trash out to the street for collection and returning the bins back to the residence after pick up. ***The trash containers shall be clean and free of grime.***
- The yard shall be clean and free of weeds, leaves and debris. Shrubs or trees are to be professionally trimmed so that vegetation is not damaged. If you need help with this, let us know.
- If there is grass on the property, it must be mowed and clippings removed. It shall be weed and debris free.
- All walkways, patios and porches must be swept and free of debris.
- All animal waste must be removed.
- All holes in the ground or against the house must be filled in.
- All cigarette butts, glass, aluminum cans, plastics, or any other foreign objects must be removed.

Final items

- Return air filters shall be replaced with new ones of the correct size.
- If there is a water softener, the brine tank shall be replenished with salt.
- If the refrigerator has a water filter, tenant shall provide receipt and packaging showing a new one has been installed.
- If there is a reverse osmosis system, tenant must replace filters if it has stopped producing purified water.
- There shall be no evidence of a pest infestation of any kind in the house.
- All keys (including mailbox keys), garage door openers, pool keys, etc. must be returned to Good Earth Real Estate LLC office or per our instructions.

Very helpful hints and inexpensive cleaning tips

- For all wooden cabinets, doors, door frames and baseboards, use Murphy's Oil Soap diluted as directed.
- For quick grime removal from many types of surfaces, use Magic Erasers
- To remove nail polish or other tough residues from ceramic tile floors, use Goof Off as directed
- For sanitizing toilets and other surfaces, use SoftScrub with bleach.
- To remove calcium build-up on toilet bowls, use a pumice stone.
- To remove rust stains in toilets or other porcelain fixtures, use Super Iron Out.
- For wood floors, use ¼ cup vinegar to 1 gallon water. Use a good mop and dry the floors afterwards.

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- Heavily soiled ceramic tile or linoleum floors will probably have to be mopped more than once. Use a good quality floor cleaning detergent because it will save you time and money on this task. First remove all debris and dust (including baseboards), then use a good, clean mop.
- To wash windows, mix ¼ cup vinegar, ¼ teaspoon of heavy duty dishwashing detergent, 1 gallon water.
- Use vinegar to descale shower heads, faucet aerators, and all around the faucet. Note: Remove the shower heads and faucet aerators to soak them in a bowl of vinegar overnight, then use toothbrush to scrape away lime scale. Re-install afterwards.
- Use old toothbrushes and single edge razor blades to remove stubborn residues

Note: The Property Manager will inspect the property shortly after **all** keys are returned to our office. By returning the keys, you're relinquishing possession of the property. This signifies that cleanup is finished and Good Earth Real LLC will proceed with closing out your account. If you want to make an appointment for a walk through it will be done during normal business hours on a weekday and tenant will relinquish keys at the end of the appointment. Please note items may be discovered after the walk-through that require attention. **A walk through inspection is NOT considered a final evaluation of the property.**

Per your lease, any required follow up cleaning or repairs for damages you caused will be billed at a **minimum of \$30/hour**, plus tax. Any items missing or broken that require replacement shall be billed at cost. Manager's time to oversee the cleaning/repairs or to purchase replacement items shall be billed at a minimum \$30/hr. + tax.

We are not interested in taking your security deposit. It makes us **very happy** when we can refund most or all the security deposit back to the tenant. However, tenants must leave their residence in move in ready condition to avoid having charges made against their deposit.

Tenant	Date	Tenant	Date
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