

**MOVE-OUT CHECKLIST – Use this list to ensure that the property is ready to be returned to Full Service Property Management (FSPM). This is the same checklist that we will use when assessing the condition of the home once you vacate.**

- Any of the below items that are not addressed prior to the scheduled return of possession may be claimed from your security deposit.
- If you have any questions about this, contact Full Service Property Management PRIOR to the scheduled return of possession.
- Return of possession must occur no later than 6pm on the last day of your lease term.

YES  
NO

- | <input type="checkbox"/> | <input type="checkbox"/> |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All rent and other account fees <b>MUST be paid in full</b> or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The <b>entire</b> property (interior and exterior) must be clean.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Tile, vinyl, and hardwood floors must be clean, including sweeping and mopping.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Carpets <b>MUST</b> be professionally cleaned by a licensed and insured professional ( <b>Receipt MUST be provided to FSPM</b> ). Renting/using a carpet cleaning machine will NOT fulfill this requirement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All nails, screws, etc. must be properly removed. <b>DO NOT patch or touch-up holes.</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fireplace must be free of soot and the firebox vacuumed. All tools received with home must be present (if applicable).   |
| <input type="checkbox"/> | <input type="checkbox"/> | All drapes, curtain rods, mini blinds, and any other window coverings/treatments should be: <ul style="list-style-type: none"><li>o firmly fastened,</li><li>o in good repair, and</li><li>o clean</li></ul>   |
|                          |                          | <u>Note:</u> All broken/damaged window coverings/treatments will be replaced at your expense.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Air conditioner filters must be clean. Install a replacement if necessary.   |
| <input type="checkbox"/> | <input type="checkbox"/> | The AC intake vent must be clean and free of dust.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All smoke detectors must be properly installed and in good, working order. Test all smoke detectors. Install new batteries if they are weak or not working.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All light bulbs must be present and working properly. All bulbs within a fixture must be the same (matching). Replace all light bulbs that are not working (burned out).   |
| <input type="checkbox"/> | <input type="checkbox"/> | All remotes (fans, garage, community gate, etc.) must be in good working order. Replace batteries in any remote controls, if necessary.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Ceiling fans and light fixtures must be clean. Remove dust from ceiling fans and light fixtures.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe light switch covers, door, door frames, walls, and baseboards, as they must be clean.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Drawers and cabinets must be clean. Wipe and/or vacuum the interior and exterior of all drawers and cabinets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Appliances must be clean, including: <ul style="list-style-type: none"><li>o Refrigerator – interior and exterior must be clean, wipe drawers and shelves</li><li>o Stove/Oven – interior and exterior must be clean, clean flattop stoves with appropriate cleaner, install new drip pans on coil stoves...NOTE: an oven “self-clean” cycle will NOT likely get the oven clean. Be sure to clean oven as necessary to ensure it is clean.</li><li>o Microwave – interior and exterior must be clean</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Ice maker must be turned off and the ice bucket emptied  |
| <input type="checkbox"/> | <input type="checkbox"/> | All windows, window sills, window tracks, and any door windows must be clean. Remove dust and debris from these items.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All doors and windows must be properly locked or fastened.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Outside hoses must be disconnected and properly stored.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All exterior window ledges should be clean and clear of trash, weeds, and debris.  |

- ☐☐ Lawn must be well-maintained (unless the lease stipulates that such care is the responsibility of the owner), including:
  - mow the lawn,
  - weed the flower beds,
  - edge,
  - weed-eat (weed-whack),
  - trim the shrubs,
  - clear sidewalks and driveways of all debris, and
  - properly dispose of all trimmings/debris
- ☐☐ All personal property, including furniture, motor vehicles and all other items not on the property when you moved in, must 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.***
- ☐☐ Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE OUT DATE.**
- ☐☐ The utilities MUST be on until we complete the return of possession. Do not disconnect the utilities until FSPM has completed a walk-thru of your property on the day possession is returned. If utilities must be reconnected in order to complete the walk-thru, you will be charged for the reconnect fee.
- ☐☐ All property keys, mailbox keys, pool passes, gate passes, garage door remotes, etc. MUST be returned to FSPM on the last day of your lease. **YOU WILL BE CHARGED FOR ANY MISSING REMOTES, KEYS, AND/OR PASSES PLUS THE COST TO REPROGRAM THEM**, as necessary. If you are not sure how many of these items were provided to you - contact FSPM before the day that they are to be turned in.