

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 Full Service Property Management will use when assessing the condition of the home once you vacate.

PLEASE NOTE:

- Any of the below items that are not addressed PRIOR to Return of Possession may be claimed from your security deposit.
- If you have any questions, contact Full Service Property Management PRIOR to the Return of Possession. DO NOT wait until after the walk-thru to discuss with management.
- Return of possession must occur no later than 6pm on the last day of your lease term. If you intend to return possession outside of normal business hours (9am-5pm, Mon-Fri), you must contact Full Service ahead of time to schedule an appointment to meet at the office to return possession of the property.
- Full Service Property Management will NOT meet you at the property for a return of possession for any reason.

Check each item as it is completed

MONIES – ALL account fees **MUST be paid in full** or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.

- Rent paid in full
- Late Fees paid in full
- Any other outstanding balances paid in full

FLOORS – must be clean

- Sweep/vacuum and mop all tile, vinyl, and hardwood floors
- Carpets **MUST** be professionally cleaned by a licensed and insured professional. Renting/using a carpet cleaning machine will NOT fulfill this requirement
- Receipt **MUST** be provided to FSPM

WALLS (interior) – must be clean and free of debris

- All nails, screws, staples, etc. must be properly removed from walls - **DO NOT patch or touch-up holes**
- Remove all tape/sticky from walls
- Spider webs and dust must be removed
- Wipe clean:
 - light switch covers
 - doors
 - door frames
 - walls
 - baseboards

WINDOWS (interior) – must be clean

- Clean and remove all debris from:
 - windows
 - window sills
 - window tracks
 - any door windows
 - curtain rods
 - drapes (wash if necessary using appropriate method)
 - mini blinds

- vertical blinds
- any other window related items
- All drapes, curtain rods, mini blinds, vertical blinds, and any other window coverings/treatments should be:
 - firmly fastened,
 - in good repair, and
 - clean
- Any damaged/broken window coverings/treatments (including mini blinds, vertical blinds, drapes, etc.) MUST be replaced

HVAC – related items must be clean

- All AC filters must be clean and new
- AC intake cover must be washed clean and be free of dust
- AC vents must be wiped clean and be free of dust
- Ceiling areas near AC vents must be free of dust (vacuuming with a soft attachment usually works best)

WATER AREAS – must be clean and free of mildew

- Sinks must be scrubbed clean and be free of residue
- Showers/tubs must be scrubbed clean and free of soap scum, residue, and mildew
- Fixtures must be clean and free of soap scum, residue, and mildew:
 - faucets/spouts
 - shower heads
 - drain plugs
 - handles

LAUNDRY – Washer and Dryer must be empty, clean, and free of lint

- Washer:
 - Agitator must be clean
 - Bleach, detergent, and/or fabric softener tray must be clean
 - Edges of interior must be wiped clean
 - Washer should smell clean and fresh
- Dryer:
 - Lint trap must be clean
 - Excess lint must be vacuumed from dryer
 - Excess lint that has escaped the dryer must be removed
 - Edges of interior must be wiped clean
 - Dryer should smell clean and fresh

APPLIANCES – All appliances must be clean and free of smears and residue

Clean the interior and exterior of:

- Refrigerator:
 - Wipe down the exterior (front and both sides)
 - Vacuum dust and debris from behind and beneath the unit
 - Remove and wash drawers
 - Clean shelves
 - Clean interior
 - Dump ice from ice maker
 - Turn off ice maker

- Range:
 - Clean flattop stoves with appropriate cleaner
 - Clean coil top stoves
 - Replace drip pans on coil top stove
 - Wipe exterior of unit
 - Clean interior of oven (a self-clean cycle will not likely get the oven properly clean)
 - Clean interior of oven drawer below oven
- Microwave:
 - Wipe exterior of unit
 - Remove and wash turntable
 - Clean interior of unit
- Dishwasher:
 - Clean exterior of the door
 - Wipe down top edge of the door
 - Empty dishwasher
 - Run a cleaning cycle to clean the interior of the dishwasher

FIREPLACE – Fireplace must be free of soot and the firebox vacuumed

- All tools received with home must be cleaned and returned
- Soot and dust must be removed from the interior of the fireplace
- Doors/cover for the unit must be cleaned

LIGHT BULBS – All bulbs must be present and working properly...all bulbs within a fixture must be the same (matching)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Foyer | <input type="checkbox"/> Living Room | <input type="checkbox"/> Great Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Hall | <input type="checkbox"/> Breakfast Nook | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Master Bedroom |
| <input type="checkbox"/> Guest Bedroom | <input type="checkbox"/> Guest Bedroom | <input type="checkbox"/> Guest Bedroom | <input type="checkbox"/> Den/Office/Study |
| <input type="checkbox"/> Master Bath | <input type="checkbox"/> Guest Bath | <input type="checkbox"/> Guest Bath | <input type="checkbox"/> Guest Bath |
| <input type="checkbox"/> Closet | <input type="checkbox"/> Closet | <input type="checkbox"/> Closet | <input type="checkbox"/> Closet |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Entry | <input type="checkbox"/> Other | <input type="checkbox"/> Other |

SMOKE DETECTORS – 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

CEILING FANS – must be clean

- Remove all dust from all fans

LIGHT FIXTURES – must be clean

- Remove all dust from all light fixtures

DRAWERS AND CABINETS – must be clean and free of dust and debris

- Clean/wipe exterior of ALL drawers and cabinets
- Wipe and/or vacuum the interior of ALL drawers and cabinets in ALL rooms

REMOTES – must be working

- Remotes must be in good working order
- Replace batteries if remotes are weak or not working
 - Fan remotes
 - Garage remotes
 - Gate remotes
 - Any other remotes

LAWN – must be well-maintained (unless the lease stipulates that such care is the responsibility of the owner)

- mow the lawn
- weed the flower beds
- edge
- weed-eat (weed-whack)
- trim the shrubs
- clear sidewalks and driveways of all debris
- properly dispose of all trimmings/debris

SECURITY – Property must be secure

- All exterior doors (including the door to the garage from the interior) must be locked
- All windows must be locked or properly fastened

EXTERIOR – Exterior must be well-maintained

- Hoses:
 - Must be disconnected
 - Must be properly stored
- Window Ledges must be:
 - clear of trash
 - free of weeds
 - clean from all debris

PERSONAL PROPERTY – Anything left behind shall be regarded as abandoned and may be destroyed, hauled away, or otherwise disposed of at YOUR EXPENSE

- Personal property must be removed, including:
 - Furniture
 - Motor vehicles
 - Additional personal items

TRASH – Must be removed. You will be charged for the cost for the removal of all trash left after your return of possession

- ALL trash must be removed from the property PRIOR to return of possession
- Trash can(s) and recycle bin(s) MUST be empty
- Trash can(s) and recycle bin(s) must be stored properly on the property

UTILITIES – If utilities must be reconnected in order to complete the walk-thru, you will be charged the reconnect fee

- Must remain on for 48 hours after you return possession

ACCESS ITEMS – Must be returned BEFORE 6pm on the last day of your lease or you will be charged for replacement and programming of such items

- All items providing access to the property must be returned
 - Property keys
 - Mailbox keys
 - Pool passes
 - Gate passes/remotes
 - Garage door remotes

Notes: