

Tenant Name: _____ Property Address: _____ Date Of Inspection: _____

TW Shortt Realty

Move Out Instructions and Checklist:

Leave your water & electric ON until you have passed inspection. If we have to go in and do any work/cleaning on your behalf, it will be done using your electricity/water. At the inspection, you will be told when you can discontinue services. Please arrive 10 minutes before inspection time to turn ON all lights and open all blinds.

Check off below as you have completed items. Have this list present at the time of inspection.

- ____ 1. All light fixtures must have the correct size and wattage light bulbs.
- ____ 2. Pull all nails from walls that you put in. If they were there, leave them.
- ____ 3. If you installed curtain rods, leave them or remove them.
- ____ 4. Put new batteries in all smoke detectors.
- ____ 5. Repair or have repaired any damage you or your pets have caused. It will be less expensive for you to have this done. Ask us for our handyman's contact info if you do not have anyone to make repair.

Cleaning:

- ____ 1. Thoroughly clean and disinfect all bathrooms.
- ____ 2. Clean all mirrors, doors, windows, and sills (including dusting mini blinds if applicable)
- ____ 3. Clean appliances. Including pulling the stove & refrigerator out, cleaning behind & on sides. Clean walls and floors behind stove and refrigerator.

NOTE: USE CAUTION WHEN PULLING OUT THE REFRIGERATOR IF YOU HAVE A WATER LINE. IF IT COMES LOOSE OR OFF HUGE PROBLEMS WILL ARISE. SHUT OFF AT VALVE IMMEDIATELY.

- ____ 4. Sweep (and spray out with water hose if needed) out the garage if applicable.
- ____ 5. Clean and or replace furnace filter(s).
- ____ 6. Wipe out all kitchen cabinets, drawers, bathroom vanities. Wipe face, handles, and knobs of cabinets.
- ____ 7. Vacuum carpets (carpet cleaners do not vacuum). Sweep and mop all floors.
- ____ 8. Have carpets **PROFESSIONALLY** cleaned. A receipt must be provided. DO NOT use a household cleaner or rent a Rug Doctor.
- ____ 9. Clean all light fixtures and ceiling fans.
- ____ 10. Sweep off front & back porches if applicable.
- ____ 11. Wipe down all interior doors, front and back of door as well.
- ____ 12. Wipe down walls in high traffic areas. (Magic erasers work wonders)
- ____ 13. Paint ONLY if agreed to initially in your lease. Be sure to get exact current paint color (ask manager).
- ____ 14. Replace all stove drip pans if they are stained, burnt or unable to be cleaned.
- ____ 15. Remove satellite dish & cable wires if you had one affixed to the property or in the ground.
- ____ 16. Replace any blinds that are damaged or will not come clean.
- ____ 17. Put all keys and/or garage door openers (ensure that they work as they did when you moved in) on the kitchen counter at time of inspection.

Thank you for renting with us and your cooperation with the move out process! *Kim Shortt, Property Manager 270-769-2468*