

# Morgan Smith Realty INC.

## Move Out Check List

IMPORTANT: All utilities must be on at time of move out inspection. A fee will be charged per your lease if utilities have to be turned on to complete the inspection.

This Cleaning Checklist is a guideline for the Professional Cleaning Service you hire. As per the lease, all properties must be professionally cleaned, and the carpets professionally cleaned. The yard must be mowed, edged and shrubs trimmed.

Please have receipts for the above services with you at the time of the Move Out inspection.

### Windows

- Wash all windows inside and out in all rooms.
- Clean out window tracks.
- Wash window sills and any curtain rods.
- Wash inside and outside of all exterior doors.
- Clean all blinds and replace any damaged blinds

### Lights and Fans

- Clean all light fixtures throughout unit and replace any burnt out or missing bulbs.
- Clean fans and light fixtures

### Walls and Woodwork

- Scuff marks off walls
- Clean all woodwork, including baseboards, chair rails, moldings, doors and door frames and cabinetry and fireplaces.
- Remove spider webs from ceilings & corners.

### Floors

- Clean all vinyl, tile and hardwood floors using products specifically made for these type floors.
- Vacuum all carpeting
- Sweep porches, stoops, garage, driveways and sidewalks to be free of debris

### Bathrooms

- Clean all tile surround with appropriate cleaners.
- Clean bathtub, tile around the tub, toilet sink, door and fixtures.
- Clean bathroom floor, including around the toilet, tub and cabinets
- Clean the inside of medicine cabinet
- Wash mirror and make sure to leave streak free.

### Replacement charges

The following charges apply if items are not replaced

- Drip Pans \$ 25.00 if not cleaned
- Standard Light Bulbs \$ 2.00 per each
- non-Standard Light Bulbs \$ 5.00 per each
- Air filters \$ 25.00 dollars per each
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### Kitchen

- Clean inside and out of dishwasher and range hood (including any filters)
- Microwave must be clean inside and out.
- Clean kitchen floor (do not leave floor tacky), including under the movable appliances.

### Refrigerator

- Wash inside of refrigerator with warm water.
- Take out vegetable drawers and wash in warm water, dry and replace.
- Wash and dry outside of refrigerator.
- Move refrigerator out from wall and clean underneath. Do not turn off refrigerator.
- Freezer must be defrosted, if applicable, and cleaned.

### Stove

- Remove racks and broiler pan, soak in hot water to clean, dry well.
- Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
- Replace drip pans under each electrical eye on stove top.
- Wash and dry outside of stove.
- Follow directions for self-cleaning ovens

### Cabinets and Drawers

- Wash cupboards inside and out. Remove any shelf paper.
- Wipe out drawers with damp rag.
- Clean sink and counter tops.

### Exterior

- Haul away all garbage, leaves and debris.
- Sweep porches, stoops, garage, driveways and sidewalks to be free of debris.
- Leave yard clean & maintained per lease terms.

### Other

- Clean out soot and ash from fireplace
- Trash & Personal items removed from premises
- Air filters replaced