

## Tenant Move Out Checklist

- Contact landlord 5 business days prior to moving out to schedule a move out inspection.
- Leave all utilities on until the move out inspection has been completed.
- Remove all personal belongings from the property.
- Remove all trash from the inside and outside of the property.
- Replace any burned out light bulbs and make sure all fixtures are working properly.
- Replace batteries in smoke alarms and carbon monoxide detectors.
- Clean all windows inside and out.
- Clean all kitchen surfaces, walls, floors, stove, oven, cabinets, storage areas, sinks, and appliances.
- Clean all bathroom surfaces, toilets, walls, floors, cabinets, storage areas, vanities, mirrors, bathtubs and showers.
- Clean the insides and shelving in all closets.
- Sweep and mop all hard surface flooring.
- Vacuum all carpeting.
- Remove all debris in exterior areas.
- Clean and wash exterior surfaces such as window ledges, front sidewalk, entry way, and front and back porches.
- Repaint all walls to the original color at the time of move in (if tenant painted the rental unit).

# Tenant Move Out Checklist

- Return all keys and other required items to the landlord at the time of the move out inspection.
- Notify the landlord of any property damage or issues inside or outside of the home.
- Confirm the forwarding address for the security deposit with the landlord.

## Instructions

All of the above tasks must be completed by your move out date in order to receive your full security deposit. Failure to complete these procedures may result in some or all of your security deposit being withheld.

The following items, excluding normal wear and tear, may be deducted from your security deposit:

1. Repairs to damaged items including, but not limited to, appliances, lighting fixtures, carpet, windows and walls/ceilings.
2. Repainting
3. Trash Removal
4. Cleaning
5. Any other expenses to restore property to its condition prior to your tenancy

Upon inspection and properly completing the above tasks, the landlord will send your security deposit to the forwarding address provided. If a new address is not provided, your security deposit will be mailed to your current address and the Post Office will forward to your new listed address.