



VACATING CHECKLIST



We understand that your last few weeks of residency will be exceptionally busy ones; however, we do request that you attend to a number of small but important details.

- 1) Please insure that you have turned in your 30-day paid written notice to vacate on Management's form provided you at lease signing. If you cannot find this form, one can be picked up in our office or found on the website at www.mccrearyrealty.com under the "Tenant Resources" tab.
- 2) You have possession of the property through 11:59PM on the date you are vacating. All keys, remotes, access cards, gate openers, etc. must be returned to Management by 9:00AM the following day. If you have to put the keys, etc. in the drop box, please put them in a bag or envelope labeled with what property they belong to.
- 3) In order to return possession of the unit, ALL keys to the house must be brought to Management's office and turned in. The keys represent possession of the property. **DO NOT LEAVE ANY KEYS OR GARAGE DOOR REMOTES AT THE PROPERTY.** If you do not return ALL keys and remotes to the office, you will be charged at the daily rate for each day they are not returned.
- 4) You must provide Management with a forwarding address. If you are returning the keys via the drop box, please include your forwarding address at that time.
- 5) All utilities must remain on until the final day of your lease.
- 6) If vacating in the winter, please set the thermostat(s) no lower than 60 degrees with the heat on "Auto" to prevent freezing pipes.
- 7) If vacating in the summer, please set the thermostat(s) no higher than 80 degrees with the A/C on "Auto" to prevent moisture build-up.
- 8) If you owe any balance, those amounts must be satisfied prior to vacating the unit.
- 9) The cleaning list below is to be used as a guide for cleaning your rental house when you vacate. As each house is different, there are items that might apply that are not included in this list, or items on this list that do not apply to your house. We would like to point out that you will not be charged for "ordinary wear and tear." **We DO NOT consider dirt in any form as "ordinary wear and tear".** It is our desire to refund your deposit and if you follow this guide, then you should not have any cleaning issues. If you need assistance with any of these items, we have a list of professionals that we can refer to you. If you have any questions regarding this list or any item that might not be on this list, please do not hesitate to call us.

Move Out Cleaning Guide

LIVING ROOM(S) AND BEDROOM(S)

- () 1. Remove all nails, tacks, anchors and window-covering hangers
- () 2. Clean baseboards, crown molding and corners from floor to ceiling, being careful to remove all dust and cobwebs
- () 3. Flooring:
 - Sweep & mop all hardwoods, laminate, vinyl, or tile floors.
 - Carpet – Clean any stains & vacuum all carpet as the last thing you do.
- () 4. Dust shelves in closets and remove all personal items.
- () 5. Clean light fixture coverings, around light switches and doorframes.
- () 6. Clean ceiling fan blades and light fixtures
- () 7. Sliding glass doors (glass, frames and jambs) must be cleaned and the door tracks cleaned.
- () 8. Fireplaces must be broom swept and free of ashes, wood, and debris.

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KITCHEN/ LAUNDRY AREA/UTILITY CLOSETS

- () 1. Clean oven, oven walls and racks, broiler pan, and storage space
- () 2. Clean top cooking surface of all grease & food matter, clean or replace drip pans, clean gas eye grates of grease
- () 3. Clean entire vent hood (run filters through dishwasher). Clean inside & outside of microwave/vent hood combination
- () 4. Wipe clean all kitchen cabinets & drawers, both interior, exterior and on top
- () 5. Clean refrigerator including under crisper, the walls and any containers; Clean under, behind & on top of unit
Unplug and leave door open
- () 6. Clean sink, faucet and counter top
- () 7. Clean Dishwasher inside and outside
- () 8. Kitchen floor must be swept and mopped clean
- () 9. Clean light fixture coverings.
- () 10. Remove all cleaning solution residue
- () 11. Laundry and utility rooms must be free of dust dirt and debris; Floor must be swept and mopped
- () 12. If applicable, Washer and Dryer must be cleaned inside and out; Clean under, behind, & on top of units.
Remove all cleaning solution residue.

BATHROOM(S)

- () 1. Clean all light fixtures and coverings
- () 2. Clean medicine cabinet and mirrors (should be free from streaks)
- () 3. Sweep, Mop & Clean all vinyl & tile flooring
- () 4. Thoroughly clean toilet, sink, and medicine cabinet; Remove all cleaning solution residues
- () 5. Clean all tile walls, floor, tub, and/or shower as well as the grout and caulk with a mildew & soap scum cleaning solution
- () 6. All soap dishes, handles, racks, spouts and walls should be free of dirt, soap, mildew and stains
- () 7. Wipe clean all vanity cabinets and drawers, both interior, exterior and on top

LIGHT BULBS; WINDOW BLINDS

- () 1. Replace all burned out or missing bulbs
- () 2. Clean all window blinds. Replace any blinds you damaged

EXTERIOR, BASEMENTS, OUT BUILDINGS AND YARD

- () 1. Grass must be freshly mowed; yard must be freshly raked; all lawn debris must be removed from yard
- () 2. Sweep off all porches and decks & leave free of any debris or possessions
- () 3. Sweep out basement, carport, garage and any out buildings leaving only those items which came with the property

PEST CONTROL

- () 1. If pets were present on the property at any time during your tenancy (inside or outdoors) provide Management with a paid receipt from a state licensed pest control service showing the property was treated for ticks and fleas. This treatment must be done after all of your possessions are removed. Please contact our office to obtain the name and number of a reliable & affordable pest control provider.

TRASH; DEBRIS; PERSONAL ITEMS

- () 1. All trash, debris and all personal items must be completely removed from anywhere on the property **BEFORE** you return the keys to management. **Do not leave trash after you return the keys for a service to pick up.** If we observe any trash left anywhere on the property, you will be charged for the removal regardless of any arrangements you have made.

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