



Kelly Realty Services, L.L.C.

MOVE OUT CHECKLIST

Name _____

Move Out Date _____

Address _____

As you will be moving soon, please follow these cleaning procedures before vacating your apartment/ home. Proper completion of each item on this list will help ensure a more rapid return of your deposit. This list of cleaning procedures will be used as an inspection checklist as well. Any items not completed by you will be done by our cleaning personnel & subtracted from your deposit. Check off items as you complete them. The more you do the more money you get back.

KITCHEN

- Clean kitchen appliances Including
Clean stove top,
Clean oven,
Clean drip trays and/or replace with new
Clean beneath top oven
Clean storage drawer.
Clean stove vent hood, including filter.
Run vent hood filter & drip pans through the Dishwasher
Clean Refrigerator, inside, out and top
REMOVE ALL FOOD.
Clean interior of refrigerator with Disinfectant cleaner.
Clean beneath Refrigerator- dust
Unplug refrigerator and leave doors open.
Be sure to check above refrigerator cabinet & veggie bins.
Remove all articles from kitchen cabinets, walls, sink, and under counters.
Wash cabinets, interior and exterior,
Remove shelf paper and leave doors open.
Sweep and mop kitchen and utility floor.

BATHROOM

- Sweep and mop floor.
Clean bathtub with disinfectant cleaner. Use Soap Scum Cleaner to remove stains, etc
Clean shower enclosure with disinfectant cleaner
Clean toilet bowl with disinfectant cleaner.
Clean vanity cabinets and shelves.
Remove all items and shelf paper.
Leave doors open.
Mop floors.

CLOSETS

- Remove all articles from closets, including hangers.
Wipe off shelves.

FIREPLACE

- Remove ashes and vacuum. (If applicable)

CARPETS/ FLOORS

- Vacuum all carpets
Hardwood Floors, Damp Mop with Minwax or Murphy's Oil Soap, if applicable
Have carpets professionally cleaned to remove ALL stains, tears, etc- DO NOT USE BLEACH- You will be charged for stains, gum, burn marks, etc.

YARD Be sure to check behind shrubs.

- Cut grass and remove weeds from beds.
Remove all trash from front,
Remove all trash from back
Remove all trash from side yards

MISC.

- Pest Treatment- Bomb for Fleas, Roaches, Bugs, etc.
Sweep garage/carport
Sweep deck
Sweep porches, etc
Replace all missing or blown light bulbs.
Clean light globes. Remove BUGS
Dust all fan blades and light globes
Dust all window sills and mini blinds.
Fill all nail holes with Spackle- Do not use Caulk- Use wet sponges to sand smooth and touch up paint with matching paint.
Remove all trash from premises.
Replace furnace filters.
Make sure no personal articles are left behind. We cannot forward them.
Return ALL keys to our office along with your forwarding address & remote controls to garage

COMMENTS: (Please relay any comments that would help us with this property in the future. Use back if necessary.)

Three horizontal lines for handwritten comments.

** NO INSPECTIONS WILL BE MADE UNTIL

ALL KEYS ARE RETURNED AND PREMISES VACATED**

You will be charged a per day rate for delayed move out inspections and a \$25.00 Trip Charge for re-inspections.