**Moving Out Checklist:**

**INDIVIDUAL BEDROOMS:**

\_\_ Closet and room empty

\_\_ Baseboard heater wiped down inside and out

\_\_ Ceiling fan cleaned, bulbs replaced as necessary

\_\_ Windows washed

* Glass cleaned
* Tracks wiped out
* Window sills dust free
* Plastic taken off (if insulated for winter)
* Mini-blinds dusted, wiped off

\_\_ Baseboards and doorframe wiped free of dust and cobwebs

\_\_ Outlets clean and dust free

\_\_ Nails removed, holes filled

\_\_ Remove any cobwebs, etc near ceiling

\_\_ Walls wiped free of spots and stains

\_\_ Curtain rods/window treatments left & cleaned

\_\_ Cable cords left

\_\_ Thermostats turned down

\_\_ Vacuumed thoroughly (and into closet if possible)

**Rest of House:**

**BATHROOM(S):**

\_\_ Toilet bowl and basin scrubbed with cleaner

\_\_ Back of toilet dusted and wiped down with disinfectant

\_\_ Sink and faucet wiped down, residue removed

\_\_ Under sink cabinet cleared, wiped down

\_\_ Shower cleaned and wiped with vinegar and water mix

\_\_ Shower curtain and liner cleaned

\_\_ Floor swept

\_\_ Floor mopped with hot water and cleaning solution

\_\_ Baseboard heater wiped down inside and out

\_\_ Baseboards and doorframe wiped free of dust and cobwebs

\_\_ Outlets clean and dust free

\_\_ Nails removed, holes filled

\_\_ Remove any cobwebs, etc near ceiling

\_\_ Walls wiped free of spots and stains

\_\_ Thermostats turned down

**HALLWAY:**

\_\_ Baseboards and door frames wiped free of dust and cobwebs

\_\_ Outlets clean and dust free

\_\_ Remove any cobwebs, etc near ceiling

\_\_ Bookshelf area cleared and dusted

\_\_ Walls wiped free of spots and stains

\_\_ Light fixture cleaned, light bulbs replaced if necessary

\_\_ Vacuumed thoroughly

**LIVING ROOM:**

\_\_ Front door(s) glass cleaned

\_\_ Tile entry area swept

\_\_ Tile entry area mopped with hot water and cleaning solution

\_\_ Ceiling fan cleaned, bulbs replaced as necessary

\_\_ Curtain rods/window treatments left & cleaned

\_\_ Windows washed

* Glass cleaned
* Tracks wiped out
* Window sills dust free
* Plastic taken off (if insulated for winter)
* Mini-blinds dusted, wiped off

\_\_ Baseboard heater wiped down inside and out

\_\_ Baseboards wiped free of dust and cobwebs

\_\_ Outlets clean and dust free

\_\_ Nails removed, holes filled

\_\_ Remove any cobwebs, etc near ceiling

\_\_ Walls wiped free of spots and stains

\_\_ Thermostats turned down

\_\_ Vacuumed thoroughly

**KITCHEN:**

\_\_ Back door(s) glass cleaned

\_\_ Floor swept

\_\_ Use wet Swiffer on floor Please do as LAST thing

\_\_ Floor mopped with hot water and cleaning solution

\_\_ Cabinets clear, all wiped down with hot soapy solution

\_\_ Countertops wiped down with hot soapy solution

\_\_ OVEN:

* \_\_ Stovetop scrubbed
* \_\_ Drip pans soaked and scrubbed
* \_\_ Under stovetop area cleaned and disinfected
* \_\_ Oven window washed
* \_\_ Below-oven drawer wiped out

\_\_ REFRIGERATOR/FREEZER:

* \_\_ Front wiped down and stain free
* \_\_ All drawers soaked and wiped down in hot soapy solution
* \_\_ Wipe down shelves and walls
* \_\_ All food and food residue gone

\_\_ Window washed

* Glass cleaned
* Tracks wiped out
* Window sills dust free

\_\_ Baseboard heater wiped down inside and out

\_\_ Baseboards and doorways wiped free of dust and cobwebs

\_\_ Chair rail dusted and wiped down

\_\_ Outlets clean and dust free

\_\_ Nails removed, holes filled

\_\_ Remove any cobwebs, etc near ceiling

\_\_ Walls wiped free of spots and stains

\_\_ Thermostats turned down

**LAUNDRY ROOM:**

\_\_ Baseboards and doorways wiped free of dust and cobwebs

\_\_ Floor swept

\_\_ Use wet Swiffer on floor

\_\_ Floor mopped with hot water and cleaning solution

\_\_ Food removed from shelves, shelves wiped down

\_\_ Laundry supplies removed, shelves wiped down

\_\_ Top and sides of washer and dryer wiped down

\_\_ Lint vent checked and cleaned

**GARAGE & OUTSIDE PATIO/DECK:**

---Swept and clear of all items

\*\*Make sure all light bulbs thru out the unit are replaced, and if something is not working, please let us know.

\*\*Make sure that Professional Carpet Cleaner has been hired well in advance so that they can be able to clean in a time frame that allows for dry carpets for the next tenant. (Mid-summer appointments need sometimes 4 weeks of lead time to get a approved carpet cleaner on site)

\*\*Leave all keys on counter top, as well as garage door openers, make sure we have a forwarding address for yourself.

\*\*This is a pretty detailed checklist of what we would like to have done. Bottom Line, the unit needs to be move-in ready when you leave. Thanks for your attention to these details.

**Please set up a time to have us inspect unit, once all of the items have been addressed, and an appointment has been made with a carpet cleaning professional.**

**319-337-3118 day time**

**Please give us enough lead time on this so that we can meet all of time considerations. Thanks!**