**2021**

**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/STAIRWAY:**

\_\_ 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—**if this is a glass top, all debris needs to be cleaned away with approved cleaners and glass top cleaners. Stove top should have a nice shine to it at completion. No scratches, no scum. Helps to clean after each day of cooking. Do not use comet, soft scrub or any abrasive cleaner, only Glass Stove Top Cleaners and Applicators**.
* \_\_ 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, OTHER:**

---Swept and clear of all items

\_\_if you have had a pet, all droppings picked up. All holes/damage repaired so that there is no sign of pet for next tenant.

--deodorize and sanitize unit of animal smells, stains, accidents.

\*\*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**) Superior Carpet in Kalona does a good job for a fair price if you need a suggestion: 319-530-0448---call today**!

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

\*\*If there is something that is damaged, does not work, please let us know so we can attend to asap.

\*\*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, or email me at: aleda@pleasantvalleyic.com**

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