

Check Out List

The following checklist is provided to help expedite your upcoming checkout and to facilitate the prompt refund of your security deposit.

The items listed below are required upon move out.

Inside House:

1. Carpets must be professionally cleaned within three days of checkout by **an approved vendor** (see "Preferred Vendor" list). **Stains must be removed as necessary. ***If you have pets, carpets also need PET TREATMENT and deodorization by either INSIDE DESIGN or PEERLESS CARPET CLEANERS.*** Please furnish a copy of your receipt at checkout. DO NOT USE THE MASTER CLEANING COMPANY!**
2. **If bugs are reported during the first 30 days after you vacate, you may be charged for a one-time bug spray. If you have a professional spray performed, please furnish a copy of your receipt at checkout.**
3. Repair any large holes (TV mounts, shelving) and sand lightly until smooth. **Touch up painting is not required.**
4. Replace air filters and dust all vent coverings.
5. Remove ashes from wood-burning fireplaces if appropriate.
6. If you received a new refrigerator water filter at check-in, provide a new water filter at check-out.
7. Replace all burned out light bulbs (including inside appliances)
8. Vacuum carpeting.
9. Clean hardwood, vinyl & tile flooring.
10. Remove cobwebs from walls, ceilings, and corners. **Includes garage & shed.**
11. Bathrooms must be cleaned: tub/shower, toilet, sink, and mirrors. Remove soap scum on shower doors and any mildew on tile/grout.
12. All appliances are to be clean, inside and out (including sides & underneath), including the oven hood. Replace stove drip pans and exhaust vent filter if unable to clean. Clean under, on top of, and behind refrigerator...NOTE: be very careful not to damage the floor if you move the refrigerator. If there is an extra refrigerator in the garage, this must also be cleaned.
13. All sinks and countertops must be cleaned and stains removed.
14. All cabinet fronts must be clean and free of grease, grime or drips. Inside of cabinets and drawers must be free of debris and dirt.
15. All stair railings and banisters must be free of dirt and grime.
16. Clean all light fixtures.
17. Clean all fans and their blades.
18. Baseboards, doors and door frame trim must be cleaned. **Includes garage doors.**
19. Windows must be cleaned and the area of the sills between the window and the screen must be wiped. **Includes garage & shed.**
20. All blinds must be cleaned. Any broken blinds should be replaced. **Includes garage.**
21. All garbage should be removed from premises. Arrange to have trash cans taken to curb and brought back on trash day
22. Garage and porch(s) - swept clean and cobwebs removed, shelves, drawers, cabinets cleaned. All chemicals, pesticides, solutions and cleaners must be removed from the garage. (This includes motor oil, anti-freeze, fertilizers, bug spray, ant traps, car wash, etc.)
23. When disconnecting washing machines, **PLEASE REPORT ANY LEAKS FROM FAUCETS** to prevent unnecessary damage from the water. **INSTALL WASHER CAPS IF PROVIDED.**

Outside House:

1. Grass mowed/trimmed/edged and leaves raked and disposed of in season.
2. Landscaping beds must be returned in "as received" condition with respect to mulch, weeding, pruning shrubs, etc. LPM can provide "pre-move in" photos if needed.
3. House gutters and downspouts free of debris.

**THERE IS A MINIMUM \$75.00 CHARGE FOR FOLLOW UP ON ANY ITEMS
NOT PROPERLY COMPLETED.**