

O'Connor Residential Move-Out Checklist

ALL KEYS MUST BE RETURNED TO OUR OFFICE BY THE LAST DAY OF OCCUPANCY! Any keys or remote controls not returned will be replaced at your expense. Please notify the post office well in advance of your forwarding address.

Please contact your utility providers (GAS, ELECTRIC) to inform them of your move out date.

Please vacuum the entire carpeted area and mop any hard surface flooring.

Please wipe down all doors with a damp cloth paying particular attention to the doorknob and surrounding area removing any dirt.

Please wipe down the inside of all windows with a glass cleaner and wipe down the window seals of all windows with a damp cloth.

Please wipe off any marks from the walls with a damp cloth Do not fill any nail holes with toothpaste. A few nail holes are acceptable and we are more than happy to take care of them.

KITCHEN

1. FLOOR

_____ Please vacuum the floor of all dirt, crumbs and debris.

_____ Please wipe or mop the entire floor down with a wet cloth and dry it off.

2. WALLS

_____ Please clean any marks on walls with a damp cloth.

_____ Please pay particular attention to walls above the stove and countertops.

3. COUNTERTOPS

_____ Please wipe down all countertops with a damp cloth.

4. CABINETS & DRAWERS

_____ Please remove all items from from cabinets and drawers and using a damp cloth wipe down the outsides and clean out all cabinets and drawers.

5. STOVE

_____ Please clean all crumbs and debris from the top of the stove and underneath all burners.

_____ Please wipe down the top of the stove with a damp cloth removing any grease.

_____ Please remove any debris and clean the inside the stove. (SOS pads work well)

_____ Please wipe down the range hood with a damp cloth.

6. MICROWAVE

_____ Please wipe down outside of the microwave with a damp cloth.

_____ Please clean all food material, grease and debris from inside of the microwave and wipe it down with a damp cloth.

7. REFRIGERATOR

_____ Please wipe down outside of refrigerator.

_____ Please remove all food and debris from refrigerator and wipe down the entire inside of the refrigerator with a damp cloth.

8. DISHWASHER

_____ Please wipe down outside of the dishwasher with a damp cloth.

_____ Please remove all food material and debris from inside the dishwasher and run one normal cycle with hot water.

9. SINK

_____ Please clean the sink of any food material and debris.

_____ Please wipe down the sink with a damp cloth.

LIVING ROOM

CLOSET

_____ Please remove all items from the closet.

HALLWAY

HALLWAY CLOSET

_____ Please remove all items from the closet.

UTILITY CLOSET

_____ Please remove any items from inside the closet.

_____ Please vacuum out any dust and debris.

WASHER-DRYER AREA

_____ Please make sure all clothing is removed and wipe down the inside and outside of the washer and dryer with a damp cloth.

ALL BATHROOMS

1. DOOR

_____ Please wipe down inside of the door with a damp cloth paying particular attention to the doorknob and surrounding area removing any dirt.

2. FLOOR

_____ Please vacuum the floor of all dirt and debris and wipe or mop the entire floor with a wet cloth.

3. WALLS

_____ Please wipe down any marks on walls with a damp cloth.

4. COUNTERTOP

_____ Please wipe down all countertops with a damp cloth.

5. SINK

_____ Please clean sink of any debris.

_____ Please wipe down sink with a damp cloth.

6. MIRROR

_____ Please wipe down the mirror with a glass cleaner.

7. TOILET

_____ Please wipe down the entire outside of the toilet with a damp cloth. (Tank, Top, Seat and Sides)

_____ Please clean the inside of the toilet bowl. There should be no stains inside the tank. (a pumice stone works well).

8. SHOWER

_____ Please clean the inside of the shower removing all soap scum.

_____ Please clean the handle, water spout, drain cover and shower head.

ALL BEDROOMS

CLOSET

_____ Please remove all items from the closet.

BALCONY/PATIO

_____ Please remove any furniture and then sweep the balcony/patio removing any extra dirt.

GARAGE

_____ Please remove any trash and then sweep the garage removing any extra dirt.

_____ Please place your trash can inside the garage.

STORM SHELTER

_____ Please remove any trash and debris.

OUTSIDE

_____ Please remove any furniture and personal items.

A rental security deposit statement will be mailed to you within 14 days of your lease expiration date. This itemized statement will list all damages, if any, that are being assessed in regard to cleaning services, property damage and ECT. A security deposit will accompany the security deposit statement.