



MOVE OUT & CLEANING CHECKLIST

1. Provide written notice of your intent to vacate (email or letter) to the RENEW office AT LEAST 30 days before move out. There will not be rent proration for move outs prior to the last day of the month.
2. Professionally clean the entire property (See attached cleaning checklist for guidance on expectations). Failure to professionally clean all areas required will result in a cleaning charge of not less than \$300 be deducted from your security deposit.
3. If you painted any walls, they must be professionally repainted to the original color unless granted permission to leave them.
4. Remove any and ALL personal belongings prior to turning in keys. Trash cans must be empty and near the house (not at street) at move out. Do not leave the trashcan full or at the street awaiting pickup. Any items or trash left behind will incur a minimum charge of \$100 per haul off load.
5. Landscaping should be mowed and presentable. This includes weeding of flower beds, edging around fences and other general upkeep.
6. Do not remove any appliances, window treatments or other equipment that was included during your rental.
7. All lights should be working with working bulbs installed.
8. All electrical should be in working order and in no way modified or disabled.
9. All plumbing is free of any leaks or blockages.
10. Heating and air is functioning properly and NEW Filter is installed.
11. Smoke alarms should be working with batteries installed.
12. Leave all utilities on until move out inspections have been completed.
13. Make landlord aware of any damages or issues prior to the move out.
14. Any past due rent or late fees should be brought current. Do NOT assume these will be paid out of your deposit.
15. Email or otherwise communicate a FORWARDING ADDRESS if you would like your security deposit refund to be mailed to you.
16. All keys should be returned to the office within ONE BUSINESS DAY of your scheduled move out date. Failure to return keys on time will incur additional rent charges which may include being charged for additional months rent. If you do not bring keys to the office you will be charged for a lock change in addition.
17. Security Deposit refund checks will be made out to ALL parties on the lease. We do not split checks or issue to just one person. Please make arrangements to handle this accordingly. This is done for your protection.
18. Turn Off your automatic ACH rent payment. If you have it scheduled to automatically pay each month it is up to you to turn it off in advance. If it

accidentally pays for an additional month, you will have to wait to have it refunded along with your security deposit. We CANNOT reverse the payment once made.

All of the aforementioned items need to be done PRIOR to your move-out inspection so that you can receive your full security deposit back. We want you to get all of your money back so please follow the steps above to ensure you get the maximum refund possible. Any and all costs attributed to returning the house to the condition it was in prior to your tenancy will be deducted from your security deposit. If additional money is needed to restore the home to original condition, RENEW will send you a bill detailing the charges. Failure to promptly pay this charge may result in legal action as the matter will be referred to our attorney. Your security deposit will be mailed to the forwarding address within 30 days or can be picked up in the office if requested. If you do not provide a forwarding address it will be mailed to your old address and the post office will be responsible to forward it. Lost or undelivered checks will incur a \$50 charge if we have to place a stop payment and reissue them so please be sure you have the forwarding address correct.

Thank You for your attention to detail!

Company Name

Company Website

Company Phone Number

CLEANING CHECKLIST

You are required to return the home empty and in a clean condition. Cleaning issues will NOT be considered normal wear. If your home is not satisfactorily cleaned and all trash and debris removed then there will be charges for us to do this. It is very likely that the charges will be more than if you had just taken the time to do a quality job yourself, so please be diligent to insure a full refund. Cleaning MOST of the house will still incur the minimum cleaning charge as per the lease. If your home has carpets they should be professionally cleaned prior to move-out. This does not mean just vacuumed - they should be steam cleaned or otherwise professionally cleaned. We want to give you back a full refund, but the house must be properly cleaned in order for us to do this.

GENERAL

- Walls and ceiling should be clean free of marks or scuffs. Wipe down walls or use a magic eraser as needed.
- Holes in walls should be filled with spackle and the excess wiped off. Do NOT just smear spackle onto every hole and leave it. The spackle should only be in the hole when you are done. When done correctly, the hole will be almost unnoticeable if the walls have a lighter color paint. If you have questions on how, just YouTube it.

- Large holes in walls should be patched and the entire wall repainted.
- Remove cobwebs from ceilings, walls and light fixtures.
- Wall and ceilings vents should be wiped down and/or vacuumed and clean.
- Fireplaces should be clean and free of debris and ash.
- Wipe down switch plates for light switches.
- Blinds should be cleaned.
- Replace any light bulbs that don't work.
- Where possible, remove light fixture covers and clean as needed.
- Everything removed from closets and shelves cleaned
- Wipe down all baseboards and woodwork
- Clean windows INSIDE AND OUT. This includes cleaning the tracks and window sills.

KITCHEN

- Range completely cleaned inside and out.
- Stove top should be completely cleaned including panel and knobs. Replace the drip pans if beyond cleaning.
- Clean under and behind stove.
- Clean under and behind refrigerator
- Exhaust fans and overhead lights should be cleaned and free of grease.
- Dishwasher should be wiped out and exterior wiped down.
- If applicable, run a load of ice through the garbage disposal to clean it.
- Cabinets and drawers should be completely cleaned out and wiped down inside and out.
- Refrigerator should be completely cleaned inside and out. This includes wiping down shelves and drawers.
- Clean sink and faucet thoroughly.
- Wipe down pantry shelves.
- Clean and Mop the floor.
- Wipe down all countertops.
- Clean thoroughly the inside of and outside of the microwave.

LIVING ROOM

- Vacuum carpet.
- Wipe down baseboards.
- Do not leave out Cable TV equipment.
- Sweep, then Mop floors if hardwood.

BATHROOMS

- Clean and mop floors, Be sure to get in all corners and nooks.
- Wipe down baseboards.
- Clean and wash tiles and Grout
- Vanity and medicine cabinet should be cleaned and wiped out with all personal items removed.
- Tub, shower, sink, and toilet should be thoroughly cleaned and sanitized. If you have not done

regular cleaning of these areas of the bathroom than spend additional time to insure they are properly cleaned for move out.

- Clean bathtub and shower walls and wipe down soap dishes and niches.
- Clean all faucets.
- Toilet must be clean inside and out.
- Clean and sanitize all countertops and surfaces
- Clean light fixtures

BEDROOM(S)

- Vacuum carpets
- Wipe down baseboards
- Clean light fixtures
- Clean all windows inside and out and make sure they open and close properly
- Clean out all closets and make sure no debris is left behind.

GARAGE/SHEDS

- Remove all trash and personal items
- Sweep out.
- Clean up any spills or oil stains

YARD AREA

- Weed all flower beds
- Mow and edge the lawn
- Remove any personal items or trash

MISCELLANEOUS

- Clean ceiling fan blades
- Remove anything you stuck to a wall or surface
- If you intend to do touch up paint please consider painting the entire wall unless there is a perfect match. Touched up paint that stands out may incur an additional charges.
- Clean and wipe down inside and outside of all exterior doors and hardware.
- If renting a house, be sure gutters have been cleaned out and are free of debris.
- If gravel driveways have been rutted out, holes should be filled with appropriate gravel.
- Remove any and all personal items from the property.

****This list is a reference guide only and is not intended to be all inclusive****