

MOVE-OUT INSPECTION GUIDELINES

******YOU ARE RESPONSIBLE FOR RENTAL PAYMENTS AND THE PROPERTY**

UNTIL ALL KEYS AND REMOTES ARE RETURNED****

ANY AND ALL RECEIPTS MUST BE TURNED IN WITH ALL KEYS AND ALL REMOTES

*****WATER AND ELECTRICITY MUST BE LEFT ON FOR 5 BUSINESS DAYS AFTER YOU HAND IN ALL KEYS. THIS IS FOR INSPECTION PURPOSES ONLY. IF YOU HAVE NOT CLEANED PROPERLY THE UTILITIES WILL BE TURNED ON AT YOUR EXPENSE*****

IF YOU WOULD LIKE A MOVE-OUT INSPECTION BEFORE YOU HAND IN THE KEYS, PLEASE CALL

****INSPECTIONS WILL BE HELD WITHIN 10 DAYS OF VACANCY. IF THE INSPECTION IS SATISFACTORY AND ALL LEASE REQUIREMENTS HAVE BEEN MET YOUR SECURITY DEPOSIT WILL BE RETURNED WITHIN 30 DAYS****

BEFORE YOU VACANT THE FOLLOWING ITEMS MUST BE COMPLETED.

KITCHEN

Stove/ Microwave

- Oven must be thoroughly cleaned and free of grease. Easy Off is a great product to use on the interior of the oven. Please wipe all residue from the oven (Do not use if it is a self-cleaning oven.)
- Drips trays must be replaced. (COMPATIBLE WITH STOVE BRAND)
- Electric ovens are to be pulled away from the wall and cleaned. Clean sides of ovens and floor underneath.
- Exhaust fan/range hood must be cleaned and free of grease and bulb working. Aluminum filters can be cleaned in the dishwasher or soaked in a degreaser solution. Do not run through the dishwasher if the filter is a charcoal filter.
- Clean microwave inside and out with a mild soap insuring it is free of grease.
- Clean glass stove-tops with made for cleaner.

Refrigerator

- Freezer must be defrosted, cleaned and wiped down with mild detergent.
- Refrigerator and all drawers must be cleaned and wiped down. Once cleaned, turn the dial to OFF and leave the door open.
- The seal around all doors must be free of debris and cleaned with a mild detergent.
- Top, sides and front of refrigerator must be wiped down and free of grease.
- Back of refrigerator and any coils must be free of dust, lint and any other debris. This includes all accessible areas.
- Unit will need to be pulled away from the wall, floor, walls, and cabinets must be cleaned and wiped down.
- Refrigerator filter must be replaced with a receipt submitted upon surrendering keys.

Dishwasher

- Dishwasher must be cleaned inside and out of all dirt and food.
- Front of dishwasher of dishwasher must be cleaned and wiped down.

Cabinets

- Clean out all cupboards and drawers with warm soapy water and leave open to air.
- Remove all decals, wallpaper or contact paper you installed.
- Shelves must be clear of all food (crumbs) and trash.
- Outside of cabinets must be washed and have furniture polish applied.

Sink

- Sink must be cleaned and free of stains.
- Ensure all food particles are removed from garbage disposal.
- Faucet must be cleaned and shined.

Light Fixtures/Window Coverings

- Clean ceiling fans, blinds and/or wash and Re-hang curtains.
- Remove and clean all light fixtures and ensure all bulbs are working.

BATHROOMS

Toilet

- Clean in and around toilet pedestal.
- Wipe all water fixtures connected to the toilet with warm soapy water.
- Clean under toilet seat and lid(the seat can easily be removed and washed in the bathtub)

Cabinets

- Clean out all cabinets and drawers with warm soapy water and leave open to air.
- Remove all decals, wallpaper or contact paper you installed.
- Shelves must be cleared of all trash.
- Outside of cabinets must be washed and have furniture polish applied.
- Sink/Shower/Bathtub must be cleaned, no stains should be present.
- Remove all shower curtains and hooks.

Floors/Walls

- Spots, dirt, grease, fingerprints and other marks must be removed from the walls, ceiling, baseboards, windowsills, light switches, doors and other woodwork.
- All nails and screws must be removed and walls restored to original condition. (Distinguishable hole patches are not acceptable) Wipe area clean of excess spackle. (PAINT MUST MATCH)
- Clean all floor or ceiling vents.
- Sweep and mop all floors. Use cleaners appropriate for the floor type. DO NOT wet or soak vinyl floors. Clean wood laminate with swifter type tool/cleaner.

Light Fixtures

- Clean ceiling fans and blinds.
- Remove and clean all fixtures and ensure all bulbs are working.
- Fixtures with multiple bulbs must match in size, design and color.

BEDROOMS

Closets

- Clean out all closets and drawers (*if present*) with warm soapy water and leave open to air. (*please DO NOT leave any hangers*)
- Remove all decals, wallpaper or contact paper you installed.
- Shelves must be clear of trash.
- Inside and outside of closet doors must be washed and free of dust.

Floor/Walls

- Spots, dirt, grease, fingerprints and other marks must be removed from the walls, ceiling, baseboards, windowsills, light switches, doors and other woodwork.
- All nails and screws must be removed and walls restored to original condition. (Distinguishable hole patches are not acceptable) Wipe area of any excess spackle.
- Clean all floors or ceiling vents.
- Sweep/vacuum or mop floors. (Remove any scuff marks that are present.)

Light Fixtures

- Clean ceiling fans, blinds.
- Remove and clean all light fixtures and ensure all bulbs are working.

PORCHES/SIDEWALKS

Porches

- Remove all trash and debris on and under porches
- Sweep all porches, driveways, and sidewalks on property.

Light Fixtures

- Remove and clean all light fixtures and ensure all bulbs are working.
- Sweep out all spider and debris

EXTERIOR OF PROPERTY

- Remove all spider webs from the exterior of the property.
- Remove leaves and debris from all gutters.
- Grass must be mowed and edged on the entire property.
- Trim trees and shrubs if needed.

WINDOWS AND SCREENS

- All windows are to be cleaned inside and out, including tracks. Make sure the full window is cleaned. A few drops of Dawn dish soap in a bucket of water is the best way to clean windows.
- All screens are to be cleaned and affixed to windows.

AIR CONDITIONING AND HEATING UNIT

- Install a new proper fitting filter.
- Clean all dust from the inside closet of the AC unit.
- Remove any leaves or debris from around the outside unit.

CARPET CLEANING

- Carpet cleaning should be last on the cleaning schedule.
- Below are two carpet companies we recommend. You are free to use any company for the carpet cleaning. **HOWEVER, IF THE CARPETS ARE NOT DONE TO OUR STANDARDS IT WILL BE YOUR RESPONSIBILITY TO GET THE COMPANY TO GO BACK AND REDO THE CARPETS.** If you use our companies we will call them back. If you have a pet you are required by law to deep clean carpets and a pet enzymes done (see pet agreement of your lease).
- Carpets may be cleaned after you vacate. It is your responsibility to schedule the cleaning and make to payment to the company. It may not be taken out of the Security Deposit.

PRISTINE CARPET CLEANING

254-289-9767

BELL COUNTY CARPETS

(FREE PET ENZYME NOT OFFERED)

254-933-1313

AAA MAGIC CARPETS

(FREE PET ENZYME)

254-394-0254

