

TENANT MOVE-OUT CHECKLIST



You may deliver this checklist and the items noted within to our office at 19210 Huebner Road, Suite 205 during business hours -OR- make advance arrangements with our office to leave the package in the property when you move out.

PROPERTY ADDRESS: _____ TENANT NAME: _____

NAME OF PERSON COMPLETING THIS FORM: _____

MOVE-OUT DATE/TIME: _____

_____ KEYS RETURNED: # _____ REMOTES RETURNED: # _____

_____ FORWARDING ADDRESS: _____

CARPET CLEANING:

_____ I HAVE VACCUMED ALL CARPETS AND LEFT THEM FREE OF DEBRIS
I understand that after I have vacated the Property, Wakefield, REALTORS will have the carpets professionally cleaned and deodorized as detailed in the ATTACHMENT A document which accompanies my lease. I further understand that if I have had a pet during my residency, a pet enzyme treatment will be performed as well. The cost of the professional carpet cleaning services and pet enzyme will be applied toward my Security Deposit. For general cleaning and deodorization, the rate varies based upon factors such as the number of rooms, stairs, landings, etc., but the total cost will generally average 20 cents per square foot. If carpet is heavily soiled, a scrubber brush method will be required at a rate more comparable to 36 cents per square foot. A pet enzyme treatment will be at an additional cost that will vary based upon square footage and whether it is only dander or dander and urine/feces.

HOUSE CLEANING:

_____ I HAVE REMOVED ALL OF MY PERSONAL BELONGINGS AND TRASH FROM THE PROPERTY AND I HAVE SWEEPED ALL OF THE UNCARPETED AREAS AND WIPED DOWN THE KITCHEN AND BATHROOMS.
I understand that after I have vacated the Property, Wakefield, REALTORS will have the property professionally cleaned and deodorized as detailed in the ATTACHMENT A document which accompanies my lease. The cost of the professional cleaning services will be applied toward my Security Deposit. For general cleaning services, the rate ranges between \$175 and \$225 (based upon the square footage of the home), plus tax. General cleaning covers maintenance cleaning and deodorization of all interior aspects of the property including light fixtures, ceiling fans, window sills, vent covers, baseboards, utility closets, appliances, interior of windows, etc., and sweeping exterior areas including the garage, porches, and patios. General cleaning does not include trash removal and assumes that there is no heavy scrubbing required due to build-up on floors or in the kitchen (including appliances) and bathrooms. Please understand that if the home requires more than a general cleaning service to restore it to the pre-move-in condition, the cleaning charge will increase accordingly.
Caution: Please do not leave trash at the street. Trash left at street will incur additional haul-off charges.

STOVETOP DRIP PANS:

_____ I REQUEST THAT WAKEFIELD, REALTORS REPLACE THE STOVETOP DRIP PANS (\$25)
_____ I HAVE REPLACED STOVETOP DRIP PANS

AIR CONDITIONING FILTER(S):

_____ I HAVE CHANGED THE AIR CONDITIONING SYSTEM FILTER(S)

ALARM SYSTEM:

_____ I HAVE DEACTIVATED THE ALARM SYSTEM AND CODES HAVE BEEN PROVIDED TO WAKEFIELD, REALTORS.

YARD MAINTENANCE:

_____ I MAINTAINED THE YARD ON _____

POOL/SPA SERVICED (ONLY IF APPLICABLE):

_____ THE POOL/SPA WAS SERVICED ON _____

****BEFORE LEAVING THE HOME, PLEASE MAKE SURE THE HOME IS SECURED AND THAT ALL KEYLESS DEADBOLTS ON EXTERIOR DOORS ARE UNLOCKED****

I acknowledge that the above referenced items are applicable as indicated and that I am relinquishing the home to Wakefield REALTORS. I understand that anything that I have left inside the home will be discarded on my behalf.

Signature of Tenant

Date