

TENANT MOVE-OUT CHECKLIST



You may deliver this checklist and the items noted within to our office at 17020 San Pedro Ave. during business hours -OR- drop in the mail slot at the office front door after hours.

PROPERTY ADDRESS: _____ TENANT NAME: _____

NAME OF PERSON COMPLETING THIS FORM: _____

MOVE-OUT DATE/TIME: _____

_____ KEYS RETURNED: # _____ REMOTES RETURNED: # _____

_____ FORWARDING ADDRESS: _____

****If Security Deposit refund is lost in the mail and it was mailed to the address above, Tenant can pay \$32 stop-payment fee and have the check replaced****

WALL REPAIRS AND TOUCH-UP PAINT:

_____ I UNDERSTAND THAT WAKEFIELD REALTORS STRONGLY RECOMMENDS THAT I NOT ATTEMPT TO MAKE MY OWN WALL REPAIRS AND PAINT TOUCH-UPS. Attempting to repair large nail and screw holes can cause more damage and result in additional costs, and paint touch-ups almost always result in additional charges due to mismatched colors and sheens.

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 \$350. 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 OR left in recycling bin will incur additional haul-off charges.

STOVETOP DRIP PANS:

_____ I REQUEST THAT WAKEFIELD, REALTORS REPLACE THE STOVETOP DRIP PANS (\$25-\$35 depending on size)

_____ 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 AND POOL MAINTENANCE:

_____ I MAINTAINED THE YARD ON _____ I MAINTAINED THE POOL 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