

Tenant Duty Checklist

Vacating and Cleaning Instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform every item on this checklist. Also enclosed is an Itemized List of Common Deposit Deductions for your reference. After you complete the checklist completely, your Disposition of Deposit and refund will be returned to you within 14 days. Before moving, please remember to leave your forwarding address on the enclosed Forwarding Address Form.

Kitchen

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Refrigerator/Freezer: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and outside of refrigerator. Return shelves and drawers to proper positions.
- Oven/Stove: Oven: Clean racks and inside of oven to completely remove all stains. Stove: Wash down all surfaces of stove and stove top, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.
- Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including the door seal.
- Microwave: Wash down inside and outside of microwave.
- Sink/Fixtures: Clean sink, drains and faucets.
- Countertops: Clean all countertops and backsplash, including edges and corners.
- Floors: Sweep, mop, and wipe down all floor surfaces, including underneath refrigerator and stove.

Living Room/Dining Room/Office/Recreation Room

- Walls: Wipe down all wall surfaces and doors to remove smudges. Remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Shelves: Wipe down all shelf surfaces.
- Stove/Fireplace: Clean inside and out.
- Floors: Sweep, mop and wipe down hard floor surfaces. Vacuum all carpet surfaces.



Bathroom

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out. Clean mirror.
- Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.
- Floors: Sweep, mop and wipe down all floor surfaces. Be sure to get into the corners and behind/around the toilet.

Closets

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Shelves: Wipe down all shelf surfaces, including rods.

Garage/Outbuildings/Landscaping

- Remove all personal belongings and trash from the property
- Sweep shelves and floor surfaces of all garages and outbuildings.
- Mow and weed eat lawn. Dispose of grass clippings.
- Remove all weeds from the flower beds.

General Make-Ready

- Ensure all smoke detectors are accounted for and have a working battery.
- Ensure carbon monoxide detector is accounted for and has a working battery.
- Ensure all damages have been repaired.
- Ensure all personal property and trash is removed from the property.
- After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.
- Please leave garage door openers in the kitchen.
- When you have completed this checklist and have done your final walk-thru of the property, please give us a call to arrange returning your keys.

Your carpets will be professionally cleaned after you have returned your keys. We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future.

Thank you!



Itemized List of Common Deposit Deductions

This list has been prepared for your information only. Actual charges will vary.

Cleaning

Kitchen

Clean Kitchen – Normal Cleaning	\$200.00
Clean Kitchen – Deep Clean	\$400.00
Oven & Stove (Inside/Outside/Underneath)	\$125.00
Refrigerator (Inside/Outside/Underneath)	\$125.00
Dishwasher (Inside/Outside)	\$125.00
Microwave (Inside/Outside/Underneath)	\$50.00
Cabinets (Wash Inside/Outside)	\$400.00
Countertops	\$50.00
Sweep and Mop Floors	\$60.00
Dust and Wash Trim	\$30.00
Wipe Down Walls	\$50.00
Drip Pan Replacement	\$55.00

Living Room/Dining Room/Office/Recreation Room

Normal Cleaning	\$150.00
Deep Clean	\$300.00
Sweep, Vacuum, Mop	\$60.00
Dust and Wash Trim	\$30.00
Wipe Down Walls	\$50.00

Bathroom

Bathroom – Normal Cleaning	\$150.00
Bathroom – Deep Clean	\$300.00
Bathtub/Shower	\$100.00
Sink	\$50.00
Cabinet (Inside/Outside)	\$50.00
Toilet	\$50.00
Sweep and Mop Floors	\$60.00
Dust and Wash Trim	\$30.00
Wipe Down Walls	\$25.00
Wipe Down Fixtures	\$50.00

Bedroom

Bedroom – Normal Cleaning	\$150.00
Bedroom – Deep Clean	\$300.00



Sweep, Vacuum, Mop	\$60.00
Dust and Wash Trim	\$30.00
Wipe Down Walls	\$50.00

General, Damages, Repairs and Disposal

Repair Drywall	
6" x 6"	\$125.00
12" x 12"	\$225.00
Wash Light Fixture (Each)	\$25.00
Replace Interior Door	\$275.00
Replace Exterior Door	\$750.00
Clean Ceiling Fan	\$40.00
Change Light Bulb (Each)	\$8.00
Replace Smoke Detector Batteries	\$25.00
Replace Carbon Monoxide Detector Batteries	\$25.00
Replace Smoke Detector	\$75.00
Replace Carbon Monoxide Detector	\$75.00
Replace Window Blinds	\$50.00
Replace Sliding Door Blinds	\$100.00
Carpet Cleaning (Normal)	\$200.00
Carpet Cleaning (Deep Clean)	\$300.00
Carpet Spot Treatment (Each)	\$30.00
Replace Filter	\$30.00
Replace Carpet (12' x 12' Room)	\$1000.00
Replace Wood, Vinyl, Linoleum, Etc. Flooring (12 x 12 Room)	\$1000.00
Repaint One Room (12' x 12')	\$450.00
Repair Kitchen Cabinet	\$300.00
Repair Kitchen Drawer	\$300.00
Wash Window (Including Tracks) (Inside)	\$35.00
Fill Nail Holes	\$30.00
Replace Interior Door Knob	\$45.00
Replace Exterior Door Lock	\$75.00
Pest or Rodent Extermination	\$250.00
Odor Removal	Varies

Exterior

Trash Removal (Per Load)	\$175.00
Mow Lawn	\$75 - \$150
Weed Flower Beds	\$75 - \$150
General Labor (Cleaning, Painting, Normal Repairs, Trash Removal, Etc)	\$40 - \$75/hr
Specialty Labor (Electrician, Drywall Repair, Plumber, Etc)	\$90 - \$150/hr



Move-Out Survey

Tell Us What You Think!

Thank you for giving us the opportunity to have you as our tenant. In an effort to continually improve our rentals and our service, please consider taking this brief survey and let us know what think about us and about the home you rented!

On a Scale of 1 (Lowest) – 5 (Highest)

How would you rate the service you received from us? 1 2 3 4 5

How would you rate the quality of service you received while renting your home in regards to handymen and contractors? 1 2 3 4 5

How would you rate your overall experience with us? 1 2 3 4 5

In Your Own Words...

What is your overall impression of the home you rented?

What did you like **most** about the home you rented from us?

What did you like **least** about the home you rented from us?

Do you have any suggestions for improvements we could make to the home?

Additional Comments?

Would you rent from us again or refer others to us in the future? Yes/No

Thanks for taking the time to complete this short survey! Please leave the completed form in the home when it has been completed. We value your opinion.

