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Move-Out Checklist

The following list is provided to assist you in your clean-up efforts.

- _____ A working light bulb must be in every socket, including refrigerator and range
 - _____ Clean all light fixtures
 - _____ Clean the refrigerator/freezer
 - _____ Clean the kitchen sink, faucet and garbage disposal
 - _____ Clean range, burners, oven and hood
 - _____ Wipe out drawers, shelves and cupboards. Wipe down ext. cupboard doors and countertops
 - _____ Clean bathroom toilet, faucets, bathtub, mirror and cupboards
 - _____ Clean closets, wiping down shelving and vacuum thoroughly.
 - _____ Dust all woodwork
 - _____ Clean all windows and wipe out tracks
 - _____ Scrub all floors, removing scuff marks
 - _____ All painted walls should be wiped free of prints, smudges and visible dirt.
- DO NOT REMOVE NAILS – DO NOT attempt to patch or paint over any holes in the wall.**
- _____ Clean basement and garage if applicable. Sweep clean.
- Must remove all belongings or you will be charged for garbage pick up**
- _____ Provide a forwarding address and forward mail with the United States Postal Service

If you have any questions, please contact your property manager.