



PROPERTY MOVE-OUT GUIDELINE

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. In order to accomplish these goals, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated, and to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and the charges for such services will be deducted from your security deposit.

IMPORTANT: Please deactivate **AUTO-PAY** in your tenant portal, and schedule a **ONE-TIME** payment for your final month of rent if your rent will be prorated. If this is not done, your full rent will automatically be charged. ***THIS IS YOUR RESPONSIBILITY!***

PLEASE NOTE:

- Your security deposit does NOT apply to your last month's rent.
- You are to be moved out of the home by **NOON** on the last day of your lease.
- You are required to return the home empty and in a clean condition. **Cleaning issues will NOT be considered to be normal and/or wear, under any circumstances whatsoever.**
- Everything must be out of the property to do the move-out inspection. To avoid misunderstandings residents are encouraged to be present at the time of the inspection.
- It is not the time during this inspection to complete items on this guideline.
- Leave all nails and screws in the walls. DO NOT attempt to patch or paint over any holes in the walls. We will not charge for filling nail holes unless they are large or there is an unusual quantity.
- As required by your rental agreement, you will be responsible for the cost of a **professional carpet cleaning**, which shall be performed after you have completely moved out. We encourage you to have this service scheduled and performed on your own, however, you will need to provide a receipt showing the carpet was **professionally** cleaned. Renting a cleaner or using your personal carpet cleaner is NOT sufficient. In the event you do not handle the scheduling of these services on your own, the service will be performed by a carpet cleaner of Property Manager's choosing and the necessary charges, plus a \$50 scheduling fee, will be withheld from your security deposit.
- Clean inside and outside of all doors.
- Clean all switch plates and wall plates.

General:

- Remove all cobwebs from walls and ceilings.
- Floor, wall and/or ceiling vents should be vacuumed and/or washed.
- Clean all electrical plates.
- Vacuum all carpet including edges and corners by baseboards.

- All baseboards should be wiped throughout home.
- Floors in kitchen, bath, and any other hard surface should be scrubbed.
- Fireplace(s) should be clean of all debris, including ashes and the chimney swept.
- Drapes should be vacuumed throughout.
- Blinds should be cleaned throughout.
- Light bulbs should be replaced where needed throughout entire home and garage (including fridge, vent hood, oven, microwave, etc.).
- Everything must be removed from closets (including coat hangers) and shelves need to be cleaned.
- Clean ceiling fan blades and draperies.
- Empty and clean out storage units and/or garage, deck or patio.
- Replace any dead smoke detector batteries.
- Replace furnace filter, if applicable.
- Replace garage remote/keypad batteries if necessary.
- Remove all paper towel holders, adhesives (if you installed).
- Remove all hooks, ceiling hooks, mounted mirrors, etc. that you installed.

Kitchen:

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panel and dials.
- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned (Drip pans will be replaced at your expense if they don't come clean).
- Clean under and behind stove.
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Garbage disposal should have ice cubes ran through it.
- Cabinets and drawer fronts cleaned.
- Clean inside and outside surface of microwave, including underside filter.
- Defrost freezer, if applicable, and remove any water. DO NOT TURN OFF FRIDGE WHEN VACATING.
- Clean inside refrigerator and under drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.
- Wipe down all pantry shelves.
- Clean light fixtures and covers. Wash if needed.
- Clean all walls, including ceilings and corners.
- Mop floor and/or vacuum carpet.
- Wipe down all woodwork.
- Clean doors and around frames.

Living Room:

- Clean light fixture and covers.
- Clean walls, ceilings and corners.
- Clean windows, windowsills and tracks.
- Clean doors and around doorframes.
- Remove any cobwebs.

Bathroom(s):

- Tiles should be washed and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink and toilet should be cleaned and sanitized.
- Glass door, if applicable, should be cleaned so all of the soap scum and water spot removed.
- Exhaust fans should be cleaned.
- Clean bathtub, shower walls and fixtures.
- Wipe down towel racks.
- Thoroughly clean toilet inside and out, all surfaces.
- Wipe down all countertops.
- Clean and wipe out all drawers.
- Clean light fixtures and covers.
- Clean walls, ceilings and corners.
- Remove any cobwebs.
- Mop floor and/or vacuum carpet.
- Clean windows, windowsills and tracks.
- Clean doors and around doorframes.

Bedroom(s):

- Clean light fixtures and covers.
- Clean walls, ceilings and corners.
- Remove any cobwebs.
- Clean windows, windowsills and tracks.
- Clean doors and around doorframes.

Yard Area:

- Weed all yard.
- Fill in any holes.
- Mow and edge the lawn, if applicable.
- Remove all personal items and garbage.

Garage and/or Storage Area:

- All trash needs to be removed from the premises.
- Clean any oil stains from the floor using appropriate cleaner.
- Sweep floor.

*****This list is for reference only and not intended to be all-inclusive*****

Contact our office to schedule a time for a move-out inspection.

All door keys, mailbox and garage door openers and other access keys must be returned at time of inspection.

1515 E. 20th Street, Suite D
Farmington, NM 87401
t. 505.427.3434