

## GUIDE TO YOUR MOVE-OUT INSPECTION

Dear Resident:

Before vacating your apartment, you must have a move-out inspection. This letter shows you how to make your inspection a success.

Scheduled Checkout for: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Preparing for Your Inspection

To receive your full security deposit, you must restore your apartment to the best condition possible. Make sure that the following has been done before your inspection:

Rent must be paid in full!

Empty your apartment

Clean all items on the checklist

Leave the utilities on until your lease agreement expires.

### General Information

All keys & pool card must be returned at the time of the inspection. **DO NOT GIVE KEYS TO THE NEW TENANTS!** Any keys not returned at the time of the inspection will result in a lock change at your expense.

Deposits are returned within thirty (30) days after the lease expires with satisfaction of all rent and other charges. Make sure to leave a forwarding address with the office.

### General Cleaning

Please have all cleaning supplies at your inspection. In some cases, we allow you to reclean anything minor that does not pass. If there are several items to be cleaned and time is available you may schedule a re-inspection under the following conditions as per the lease agreement: ***Tenant will be charged \$25 for all re-inspections if they are not ready by the inspection time originally scheduled by Landlord.*** If everything is complete, no cleaning fee should be deducted from you deposit. The following pages include a checklist to help you as you clean your apartment. Let's work together to make your inspection a success!

## **Repairing and Painting the Walls**

All nail holes and gouges in the walls must be spackled and sanded. Any streaks or marks on the walls also must be cleaned. Follow these steps:

- Fill holes with spackling compound, using your pinky finger to avoid applying too much compound. **DO NOT USE TOOTHPASTE!!!**
- Allow time for compound to dry.
- Sand spackled area smooth.
- You may contact the office in advance for touch up paint if needed.

You must supply the spackling compound and sandpaper.

## **Cleaning the Carpet**

The carpet must be professionally cleaned (NO RUG DOCTORS). We suggest using Heaven's Best (233-9940) or Procleaning (232-9035). Be sure to vacuum the carpet before it is professionally cleaned, it is important to vacuum around the edges. A receipt must be given to the inspector at the time of inspection. Since this time of year is busy for other apartment complexes, the carpet cleaning companies will be in high demand, so reserve a carpet cleaning company ahead of time.

**Cleaning the carpet is the last item to be done before your inspection**, since placing furniture on wet carpet may leave dents and dirty marks and may require you to reclean.

## **General Apartment**

- Clean all light switches and electrical outlets.
- Clean garage and storage unit. Remove all items and sweep clean.
- Clean and wash all light fixtures, replace bulbs if needed.
- Clean all vinyl floors and all baseboards.
- Dust all casings around all doors.
- Have all keys ready to turn in.

## **Dining Area**

- Clean heat registers and wall corners for dust and cobwebs.
- Windows, etc... if applicable.

## **Living Room**

- Clean heat registers
- Clean walls and corners
- Clean windows inside and outside

## **Fireplace**

- Clean inside and polish glass.
- Check flue, screen and chain.

## Closets

- Clean bar and shelves
- Polish woodwork and doors

## Deck/Patio/Porch

- Remove all items and sweep

## Sliding Glass Door

- Clean dirt from sliding door tracks
- Vacuum screen
- Clean window inside and outside
- Clean and check traverse rods

## Kitchen

- Clean inside cupboards and polish outside
- Clean out all drawers
- **Refrigerator**
  - Turn off unit and defrost
  - Clean inside and out (include doors and shelves)
  - Clean rubber gasket around both doors, wipe out crumbs
  - Remove front grill, clean floor and drip pan
  - Pull the frig out and clean the floor (usually they easily roll out - don't force it)
  - Turn unit back on when defrosted & cleaned... your refrigerator will smell if you leave it off & you will be charged to remove the smell so please... TURN YOUR REFRIGERATOR BACK ON ONCE DEFROSTED!!!**
  - After washing, shine door, sides, and top with Windex.
- **Range Hood**
  - Clean and wash filter (be sure to use a degreaser on the filter if necessary)
  - Clean and check light, replace bulb if needed.
- **Stove**
  - Fume Free Easy Off (in a blue can) works very well. Generously spray inside stove and let it sit for at least 2 hours as directed on can!
  - Clean oven trays. Polish when done.
  - Clean under burners. Lift up stove and clean chrome
  - Replace burner bibs, **be sure to use the correct replacement burner bibs, bibs that do not fit properly will damage the stove.**
  - Clean broiler pan and drawer. Remove broiler drawer and clean vinyl floor.
  - Remove all knobs and clean, most of our electric stoves can be pulled so the sides can be cleaned.
- **Dishwasher**
  - Clean inside trays & racks and the outside of the door, especially edges.
- **Floor and Sink**
  - Mop and scrub floor and baseboard.
  - Clean and shine chrome faucets and basin.

### **Hallway(s)**

- Clean and test smoke detector and thermostat.
- Clean shelves in linen closet.

### **Bedroom(s)**

- Clean ceiling, walls and heat registers.
- Dust traverse rods.
- Wash all windows inside and outside.
- Clean dirt from slide areas, window sills and screens

### **Bathroom(s)**

- Clean exhaust fan.
- Scrub floor and baseboard.
- **Bathtub**
  - Clean tub with green scratch pad - this helps remove stains  
(Don't use the green scratch pad on the caulk; it will turn the caulk green)
  - Clean residue from doors and metal runs.
  - Polish tub, doors, chrome and walls. Leave no residue - test with your hand or fingernails (409 Cleaner will remove any residue left from shower cleaner.)
- **Medicine Cabinet and Vanity**
  - Clean inside shelves and mirror door track.
  - Wash top of cabinet and inside.
- **Stool, Sink, and Towel Rack**
  - Clean and shine stool completely, inside and out including the base.
  - Clean sink. Wash and shine chrome faucets, basin & countertop.
  - Polish towel rack and toilet paper holder. \*Remove toilet paper\*

### **\*\* Recommended Cleaning Supplies \*\***

- Fume Free Easy Off Oven Cleaner (In a Blue Can)
- 409 All Purpose Cleaner - Cuts grease in the kitchen very well.
- Windex Streak Free Glass Cleaner works well.
- CLR in a spray bottle works well in the bathroom.
  - When using CLR be sure the room is **VERY WELL VENTILATED!**
- Kaboom (in a purple bottle) works well in the bathroom too!
- Plenty of Paper Towels
- Sponges with the green (non abrasive) scrubber on the one side.

These are just recommendations, you may use what works best for you, and as always, be sure to follow the directions on any cleaners for proper usage.