

# O'Connor Residential Move-Out Checklist

**ALL KEYS MUST BE RETURNED TO OUR OFFICE BY THE LAST DAY OF OCCUPANCY!** Any keys or remote controls not returned will be replaced at your expense. Please notify the post office well in advance of your forwarding address.

Please contact your utility provider (ELECTRIC) to inform them of your move out date.

Please vacuum the entire carpeted area, mop any hard surface flooring and clean the grout.

Please wipe down all doors including the sliding glass door with a damp cloth paying particular attention to the doorknob and surrounding area removing any dirt.

Please wipe down the inside of all windows with a glass cleaner and wipe down the window sills of all windows with a damp cloth. Wipe and/or dust all window blinds.

Please wipe down all light switches, electrical outlets and all light fixtures including any ceiling fans.

Please wipe off any marks from the walls with a damp cloth. Please wipe and clean all baseboard/trim around the home. Do not fill any nail holes with toothpaste. A few nail holes are acceptable and we are more than happy to take care of them.

## **KITCHEN**

### 1. FLOOR

\_\_\_\_\_ Please vacuum the floor of all dirt, crumbs and debris.

\_\_\_\_\_ Please wipe or mop the entire floor down with a wet cloth and dry it off.

\_\_\_\_\_ Clean the floor grout.

### 2. WALLS

\_\_\_\_\_ Please clean any marks on walls with a damp cloth.

\_\_\_\_\_ Please pay particular attention to walls above the stove and countertops.

### 3. COUNTERTOPS

\_\_\_\_\_ Please wipe down all countertops with a damp cloth.

### 4. CABINETS & DRAWERS

\_\_\_\_\_ Please remove all items from cabinets and drawers and using a damp cloth wipe down the outsides and clean out all cabinets and drawers. Please make sure to clean the top of all cabinets.

### 5. STOVE

\_\_\_\_\_ Please clean all crumbs and debris from the top of the stove and underneath all burners.

\_\_\_\_\_ Please wipe down the top & the sides of the stove with a damp cloth removing any grease.

\_\_\_\_\_ Please remove any debris and clean the inside the stove. (SOS pads work well)

\_\_\_\_\_ Please wipe down the filters located above the stove and below the microwave. We suggested soaking them overnight.

\_\_\_\_\_ Please sweep & mop below the stove.

## 6. MICROWAVE

\_\_\_\_\_ Please wipe down outside of the microwave with a damp cloth.

\_\_\_\_\_ Please clean all food material, grease and debris from inside of the microwave and wipe it down with a damp cloth.

## 7. REFRIGERATOR

\_\_\_\_\_ Please wipe down outside, including the top of refrigerator.

\_\_\_\_\_ Please remove all food and debris from refrigerator and wipe down the entire inside of the refrigerator with a damp cloth.

\_\_\_\_\_ Please wipe down & clean the water/ice dispenser area.

\_\_\_\_\_ Please sweep and mop underneath the refrigerator.

## 8. DISHWASHER

\_\_\_\_\_ Please remove all food material and debris from inside the dishwasher and run one normal cycle with hot water.

\_\_\_\_\_ Please wipe down interior and exterior of the dishwasher with a damp cloth.

## 9. SINK

\_\_\_\_\_ Please clean the sink of any food material, debris and stains.

\_\_\_\_\_ Please wipe down the sink with a damp cloth.

\_\_\_\_\_ Clean any hard water buildup on the faucet with a soft toothbrush.

## **LIVING ROOM**

### CLOSET

\_\_\_\_\_ Please remove all items from the closet.

## **HALLWAY**

### HALLWAY CLOSET

\_\_\_\_\_ Please remove all items from the closet.

### **UTILITY CLOSET**

\_\_\_\_\_ Please remove any items from inside the closet.

\_\_\_\_\_ Please vacuum out any dust and debris.

## WASHER-DRYER AREA

\_\_\_\_\_ Please make sure all clothing is removed and wipe down the inside and outside of the washer and dryer with a damp cloth.

\_\_\_\_\_ Please clean out any lint from the dryer.

\_\_\_\_\_ Please pull out and sweep & mop below washer & dryer.

## ALL BATHROOMS

### 1. DOOR

\_\_\_\_\_ Please wipe down inside of the door with a damp cloth paying particular attention to the doorknob and surrounding area removing any dirt.

### 2. FLOOR

\_\_\_\_\_ Please vacuum the floor of all dirt and debris and wipe or mop the entire floor with a wet cloth.

\_\_\_\_\_ Please clean the floor grout.

### 3. WALLS

\_\_\_\_\_ Please wipe down any marks on walls with a damp cloth.

### 4. COUNTERTOP

\_\_\_\_\_ Please wipe down all countertops with a damp cloth.

### 5. SINK

\_\_\_\_\_ Please clean sink of any debris.

\_\_\_\_\_ Please wipe down sink with a damp cloth.

\_\_\_\_\_ Please make sure to clean underneath the sinks.

\_\_\_\_\_ Please wipe down the interior and exterior of all cabinets.

### 6. MIRROR

\_\_\_\_\_ Please wipe down the mirror with a glass cleaner.

### 7. TOILET

\_\_\_\_\_ Please wipe down the entire outside of the toilet with a damp cloth. (Tank, Top, Seat and Sides)

\_\_\_\_\_ Please clean the inside of the toilet bowl. There should be no stains inside the tank. (a pumice stone works well).

### 8. SHOWER

\_\_\_\_\_ Please clean the inside of the shower removing all soap scum.

\_\_\_\_\_ Please clean the handle, water spout, drain cover and shower head.

**ALL BEDROOMS**

**CLOSET**

\_\_\_\_\_ Please remove all items from the closet.

**BALCONY/PATIO**

\_\_\_\_\_ Please remove any furniture and then sweep the balcony/patio removing any extra dirt.

**EXTERIOR**

\_\_\_\_\_ Please remove any furniture and personal items.

\_\_\_\_\_ Please wipe down the front door & trim.

**GARAGE (if applicable)**

\_\_\_\_\_ Please remove any trash and then sweep the garage removing any extra dirt.

\_\_\_\_\_ Please place your trash can inside the garage. (only for Francis Family Duplexes).

A rental security deposit statement will be mailed to you within 14 days of your move out date. This itemized statement will list all damages, if any, that are being assessed in regard to cleaning services, property damage and Etc. A security deposit may accompany the security deposit statement.