



MOVE OUT CHECKLIST

(To be completed, signed, and turned in with invoice)

	TASK	COMPLETED
KITCHEN	Clean cabinets, drawers and doors inside and out	
	Clean oven inside, outside, and underneath	
	Clean microwave inside and out	
	Clean refrigerator and freezer inside, outside, and underneath	
	Range, hood, filter and fan (replace drip pans if not clean)	
	Scrub sink, faucet, and countertops	
	Wipe down Backsplash	
	Dust and remove cobwebs	
	Clean windows and window sill	
	Clean and dust lighting and other fixtures (check all lightbulbs)	
	Vacuum/sweep and mop floor	
Wipe down baseboards		
BATHROOMS	Clean and Sanitize shower, tub, and faucet	
	Clean and Sanitize sink, countertops, and faucets	
	Clean and Sanitize the toilet inside and outside	
	Wipe down and clean cabinets and drawers inside and out	
	Clean light fixtures (check lightbulbs)	
	Clean towel bars and toilet paper holder	
	Clean mirror	
	Clean window/window sills	
	Vacuum/sweep and mop floor	
	Wipe down baseboards	
	Wipe down walls	
	Dust and remove cobwebs	
LIVING AREAS AND BEDROOMS	Vacuum carpets	
	Clean all windows and window sills	
	Wipe down baseboards	
	Dust and remove cobwebs	
	Wipe down walls	
	Mop entryways and other hard surface floors	
	Wipe down lighting and fixtures	

LAUNDRY AREA	Clean washer/dryer - top front, sides, inside and under machines	
	Clean/mop floors	

GARAGE AND	Broom Sweep Floors of Garage	
OUTSIDE AREAS	Dust and remove cobwebs from Garage and Porches/Patio Areas	
	Clean out any storage areas	
	Clean outside lights by the front door, back door, patios, etc	
	Broom Sweep Patio/Porch	

THROUGHOUT	Ensure all trash and personal items are removed from property	
	Clean and dust blinds/window treatments	
	Clean all doors	
	Wipe and Sanitize all door handles	
	Clean all light switches	
	Wipe down all AC Vents	
	Dust and wipe down all ceiling fans	

Please report any noticeable damage to appliances, cabinets, countertops, walls and/or floors here
(including excessive nail holes, moldy shower caulking, cracked tiles, stained carpets, corroded faucets, missing
light bulbs, holes in wall/door, etc):

SIGNATURE

By signing above, you indicate that the work as outlined in this checklist above has been completed satisfactorily, to the best of your ability, and anything not completed has been documented and reported to management. Management declares the right to inspect the work completed by you, and if found unsatisfactory, reserves the right to request that you return to complete the work at your own expense before payment is submitted to you.