

Rental Moveout Checklist

To our tenants: We appreciate your occupancy of our house, and we want to make your move to your new home as stress free as possible. It is always our intention to return the full deposit to our tenants, assuming the house is returned to us in the condition presented. We encourage you to insure adequate time and resources between your move-out and the final inspection/deposit return date, to insure that these items are completed. The checklist below shows the MINIMUM requirement to pass checkout inspection. Any other items which would be expected for a new occupant must be addressed as well. Our hourly rate for any additional cleanup or repairs is \$75/hour.

Many of these items can be completed well in advance of your move-out date, freeing you up to focus on your new home. Items that are frequently found to be unsatisfactory at inspection time (resulting in SIGNIFICANT reduction of your deposit refund) include: windows not clean, inside and out, including the frames and lower sill area (clean with window open); baseboards; cobwebs in corners and ceilings; fan blades; light fixtures cleaned; all light bulbs operational; exterior doors and surrounding frames; and trash and personal items removed from garage.

It will be to your advantage to have the house ready for a **Pre-moveout inspection** several days prior to the end of your rental period, to give you time to correct any discrepancies we may find during final inspection. Be advised that if inspection discrepancies are found, you may be liable for additional days of rent while the deficiencies are corrected. Contact Dorothee at 512 517-0056 to schedule a pre-inspection.

INSIDE:

GENERAL:

- Walls- all smudges cleaned, major holes repaired (Note: **Please do NOT attempt to paint over minor holes and repairs, and do not fill nail holes. We will do this ourselves at no charge**)
- All windows cleaned inside and out (this includes the window frames and exposed sills when the windows are raised)
- All screens cleaned, inside and out
- Woodwork – all woodwork (baseboard trim, window sills, banisters and doors) cleaned of dust, dirt, grease, fingerprints, including the top of doors
- Hard floors- vacuumed and mopped
- Carpets- professionally cleaned (paid invoice from cleaners required). Tenants with pets will have pet treatment done as part of the professionally cleaning.
- Cobwebs removed from walls, ceilings and corners
- Light fixtures removed and cleaned of bugs, debris and dirt
- All light bulbs operational
- All ceiling fans cleaned, top and bottom
- Blinds cleaned, if broken during tenancy, tenant will replace
- All shelving, cabinets and drawers (including living areas, kitchen, bathroom, pantry, laundry and closets) wiped clean
- All trash, boxes, etc. removed from house and garage
- Garage and attic- all occupant items removed
- A/C filter(s) replaced and all grills cleaned (intake and outflow)

KITCHEN

- Stove (including oven and oven racks) cleaned
- Refrigerator cleaned, including interior and exterior, top and behind
- Microwave oven cleaned
- Stove hood and filter cleaned
- Dishwasher cleaned, inside and outside
- Sinks and fixtures cleaned with mold and hard water deposits removed
- Cabinets wiped down

BATHROOMS

- Toilets cleaned with disinfectant cleaner- inside, outside (remove toilet seat and clean separately) and behind on floor
- Floors mopped with disinfectant cleaner
- Sinks, tubs, showers and fixtures cleaned with mold and hard water deposits removed
- Mirrors cleaned
- Drawers, under sink and shelves wiped

OUTSIDE:

- Plants pruned
- Hedges trimmed
- Flower beds weeded
- Leaves collected, bagged and disposed of
- Grass mowed and edged, within 1 week of move out
- Driveway and garage, stains (including oil stains) removed
- Porches and decks- cleaned of dirt, mold, bugs, cobwebs, wasp nests, exterior window ledges cleaned
- Exterior door, door frame, door sills, door glass, porch lights, etc., cleaned
- All keys and remotes available
- All occupant items moved
- Utilities must be kept on until end of legal rental period, even if moving out prior.