



Davis Real Estate, Inc.

MOVE – OUT CHECKLIST

We know you would like to leave your apartment, as you found it, in the best possible condition. Often a security deposit deduction is merely due to a communication problem between the landlord and tenant regarding what is expected of the tenant when moving out. This packet is to serve as a guideline for our move-out procedure.

Since all of our apartments, townhomes, and houses are different: you will have to use your best judgment pertaining to items in your unit that we have not mentioned. Conversely, we may mention items that are not applicable to your unit.

When in doubt, please do not hesitate to call the office at 570-748-8550 or email propertymanagement@davisrealestateinc.com during normal business hours, but keep in mind these basic rules:

1. Make sure your account balance is zero. Once you have moved out you will no longer have access to your tenant portal, so make sure all rent is paid before that time.
2. Return all keys to the office by the lease end date.
3. Provide the forwarding address of the lead person in writing. Don't forget to have all your mail forwarded to that address.

A security deposit refund check will be made payable to all tenants on the lease. If you would like separate checks made out for individual tenants, we will need to know in advance. Any changes made regarding the deposit check will result in a fee of \$20.00 being charged to the deposit settlement, for each additional check written. Split check information must be provided with your Move-Out Form, when you return your keys, or prior.

Remember:

- If something needs repaired, have it repaired NOW. Our maintenance number is 570-748-8550.
- Once you give your move-out notice we may need to access your unit to show it to prospective tenants. We will try to give you a 24-hour advance notice.
- You are responsible for a final meter reading of all utilities before you move out. All utilities must be in your name through the day after the ending date of the lease.
- If your unit has oil heat or propane, make sure the oil or propane tank has the same amount in the tank as when you moved in.
- Light bulbs and batteries for smoke detectors need to be in working order when you leave.
- If you use command strips, leave them in place. We will remove them for you to keep the wall from being damaged.
- If you have cable, internet, or satellite equipment, you must return it. We will not return it for you. Remember there is a \$200 charge for removing any satellite equipment left behind.
- If you completed the Move-In Inventory Sheet or uploaded move-in photos on the portal when you moved into the unit, we will be using that as our benchmark for any discrepancies in the condition on move out.

- The move-out inspection will be done when you return your keys. Our inspections include photos so we can accurately portray the condition of the unit.
- If you disagree with the amount of security deposit you get back, write down or use pictures to show us the evidence of your claim. You can call us to set up an appointment or use the dispute form on our website. We will check the evidence, including your move-in sheet and photos, and make a final determination, letting you know either way. We are happy to discuss any discrepancies.

Cleaning Requirements for Vacating Tenants

Very often tenants move out of their rental homes without thinking about the potential fees that could be deducted from their security deposits, only to be unpleasantly surprised at what those fees add up to when (or if) they get any of their security deposit refunded.

The owner of your rental is in business to make a profit renting their real estate. They don't turn a profit from the cleaning and repair of your rental. Therefore, their expectation is to get the property back from you in near perfect condition. Exceptions that fall under normal wear and tear only go so far, and it does not cover burned out or missing light bulbs, dirty floors, walls, doors or baseboards, etc. The Wear and Tear vs. Damage addendum can be reviewed on the "Resident Resources" section of our website.

The following cleaning requirements must be accomplished before vacating the property and the property should be left thoroughly cleaned. Use this checklist to ensure you have covered all your responsibilities by checking off each item as you complete it. Whether you do the cleaning yourself or hire a professional to do it, each item must be completed upon vacating. Every item will be examined for completion when we inspect your unit at move-out.

Carpets must be professionally cleaned upon vacating. Call a local carpet cleaning company that does steam cleaning. A copy of your receipt must be turned into Davis Real Estate, Inc.

CLEANING CHECK LIST

ENTIRE PROPERTY:

- Remove all your belongings.
- Repair any minor damage you caused. If substantial, hire a professional to fix it or call our maintenance team.
- Remove all garbage and clean trash receptacles. All trash must be removed from the premises.
- Smoke alarms must be operational. Replace batteries if needed. We prefer Duracell batteries.
- Clean fireplace, hearth, and mantle. Remove ashes and debris.
- All plumbing is to be free of any blockages. Drains must be cleared of any hair buildup.
- All dead pests must be removed.
- Leave ALL utilities turned on until your move-out inspection has been completed.

Windows, Glass and Patio Doors:

- Clean all window and door channels and frames thoroughly. Pay attention to the corners.
- Clean door screens and tracks.
- Clean all interior and exterior windowpanes and glass doors. Leave them free of streaks and dirt.

- Clean all mini blinds and vertical blinds one by one. Clean all windowsills and curtain rods. Clean all drapes and valances.
- Replace broken or missing windowpanes or screens.
- Replace all damaged or broken window coverings.

Floors:

- All vinyl, linoleum, laminate, and hardwood floors must be swept completely, then cleaned and washed as per manufacturer directions. All non-carpeted floors must be cleaned, mopped, and free of dirt and grime.
- DO NOT use bleach or ammonia-based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use a damp mop when mopping these types of floors.
- Vacuum all carpeting in preparation for professional carpet cleaning.

Doors:

- Clean front door, inside and out.
- Both sides of all doors, including closets, must be cleaned and free of any grease, grime, crayon, marker, scuffs, and hairspray residue.
- Remove all unauthorized bedroom locking doorknobs installed by tenants.

Light Fixtures/Ceiling Fans:

- Remove all globes, fixtures, etc. and clean both sides. Replace broken globes.
- Ensure that each fixture has the correct type of bulb in it. For example, inset lights have floor bulbs and dimming switches have dimmable bulbs. Be sure to use the correct wattage and ensure that all lights are operational.
- Clean ceiling fan blades (both sides) as well as the mount on all fans.
- Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.

Walls/Ceilings:

- Wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold, or grime. All crayon and/or furniture marks must be removed as well.
- Remove all nails, screws, staples, etc. you used to hang anything, but **DO NOT PATCH OR SPOT PAINT**. Our painter will repair all nail holes. Any holes larger than a nail hole and any other damage to drywall must be repaired professionally. If you touch up paint, make sure the paint will match. You will be charged for repainting the affected areas.
- Vacuum top of all baseboards.
- Baseboards should be wiped clean of dust and pet hair.
- Remove any dust from ceilings and A/C filters or heater vents.
- Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained, or missing.
- Check/clean or replace any cracked or missing phone or TV wall plates.

HV/AC Unit and Vents:

- Remove all vents and clean them.

- Clean floors surrounding vents.
- Vacuum intake area under HV/AC unit if applicable.
- Replace particulate filter or clean thoroughly.

Furnace/Water Heaters:

- Wipe exterior portions of furnaces and water heater. **Do not dismantle any parts.**
- Clean furnace cold air return vents and install new filter.
- If furnace/heater closet is accessible, remove cobwebs from ceiling and walls. Vacuum, sweep or mop floor.

KITCHEN

Stove/Range/Range Hood/ Bottom of Micro Hood:

- Range hood/bottom of stove must be cleaned **THOROUGHLY!**
- The entire surface area, the vent hood, the oven, and the oven storage drawer must be clean and free of grease.
- The drip pans should be replaced.
- The filter in the vent hood should be removed, washed, dried, and put back in place. Hint: put the filter in the dishwasher and run through a normal cycle.
- **Self-Cleaning Ovens Note:** Do not clean oven racks or other range accessories in self-cleaning ovens. Do not use oven cleaner in self-cleaning ovens, as it will damage the interior surface. To clean the oven, turn on the self-cleaner.
- Scrub all rims, ridges, and underside of the hood to remove all grease splatter and grime.
- Clean stove top range hood.
- Clean exhaust fan vent filter and light.
- Clean all metal parts of burners, including the prongs of electric cooking elements.
- Clean or replace stove burner drip pans so they look new.
- Remove lower drawer and clean under stove.
- Clean control knobs. Any broken stove knobs must be replaced.
- Wash and dry outside of stove.

Oven:

- Clean the inside of the oven, oven racks (both sides), and broiler pan. Soak in hot water to clean the racks and pan. Dry well.
- Clean the top and bottom of edges of the oven door.
- Remove all oven cleaner residue or self-cleaner ash from the interior of the oven.
- Clean under the elements.
- Pull freestanding electric ranges away from the wall to clean the floor, wall, and sides of range.
- **Do not attempt to pull gas ranges away from the wall!** Clean floor under gas ranges by removing the drawer.

Dishwasher:

- Clean racks, baskets, rollers, gaskets, door edges, and walls so they are free of food particles and soap film.
- Clean inside and outside the dishwasher. It should be empty, clean, and free of mildew. Additionally, the dishwasher door, including the rubber insulation strip should be clean and free of mildew.

Refrigerator:

- Remove all food from refrigerator.
- Unplug refrigerator while cleaning.
- Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- Clean both sides of the shelves.
- Clean butter, vegetable, meat, and dairy storage compartments. All should be clean, free of mildew, dirt, and grime.
- Freezer should be defrosted and cleaned.
- Remove and clean kick plate and vacuum coils.
- Remove, empty, and clean drain pan.
- Clean folds in and underneath the rubber seals on doors.
- Pull refrigerator away from the wall and clean all exterior portions, including top.
- While appliance is pulled out, clean walls and sides of cabinets. Sweep and mop the floors underneath thoroughly.
- Vacuum and wipe power cord and coils on back and/or underside of refrigerator.
- After refrigerator has been thoroughly cleaned and dried, reconnect cord and set control to 3 or 4.

Cabinets and Drawers:

- Shelves, drawers, turntables, and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt, dust, and hair.
- Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried-on foods, etc.
- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean and disinfect all countertops.

Sink and Surrounding Areas:

- Garbage disposal, if available, should be in proper working order and free of garbage. With cold water running into the drain, turn garbage disposal on to flush. Remove any leftover food or other items in the disposal. Run baking soda through the disposal. Remove black rubber gasket and clean thoroughly. Clean opening before replacing gasket.
- Clean sink, drain, chrome fixtures, and pipes under sink.
- Clean and shine up the sinks, faucets and handles.
- Clean all backsplash areas to remove grease, dried-on food, dust and cobwebs.
- Clean all countertop areas, especially in the corners.
- Clean cabinet fronts.
- Clean microwave inside and out. Clean any other appliances.

BATHROOMS

Toilets:

- Scrub with disinfectant cleanser.
- Remove all dirt and stains.
- Clean top of toilet tank, toilet lid, seat (both sides), bowl, and base completely.
- Scrub toilet of all rust, lime, and scale, inside and out.

Sinks:

- Clean sink, drain, chrome fixtures, and pipes under sink.
- Clean and shine up the sinks, faucets, and handles.

Mirrors:

- Clean all mirrors so that they are streak-free and free of dirt.
- Clean all glass (e.g., shower doors, mirrors, etc.)

Floors:

- Sweep and mop or vacuum floor.
- Vacuum and/or wash rugs.
- Clean the baseboards.

Showers and Tubs:

- Clean shower walls, bathtub interiors, and shower doors carefully. Remove all dirt, soap build-up, mold, and hair.
- Bleach the grout.
- Shower doors and frames must be completely clean.

Vanities and Cabinets:

- Clean the medicine cabinet shelves and both sides of the doors.
- Clean the inside of the medicine cabinet.
- Clean the interior and exterior of cabinets and drawers.
- Clean out the bathroom drawers and vanity, making sure to get all the hair out.
- Replace all broken or missing bathroom towel racks and toilet paper holders.

Lights, Ceilings, and Ventilation:

- Clean the vent fan cover.
- In bathrooms with exposed bulbs, remove the bulbs (when cold), clean, and replace them.
- Wash all walls and ceilings to remove mold, grease, or other particles.
- Clean light fixtures and replace any burned out light bulbs.

BEDROOMS:

- Vacuum carpet thoroughly.
- Clean light fixtures/ceiling fans. Replace bulbs if necessary.

- Wash and clean closets inside and out.
- Wash windows inside and out, as well as screens, and tracks. Damaged screens must be replaced.
- Windows must be closed and locked.
- Clean all blinds and window coverings.
- Dust and wash registers and vents.
- Remove all unauthorized bedroom locking doorknobs installed by tenant.

LIVING AREAS AND HALLWAYS:

- Thoroughly vacuum carpets.
- Wash closets inside and out.
- Dust and wash registers/vents.
- Clean light fixtures/ceiling fans. Replace bulbs if necessary.
- Windows/blinds: Wash them inside and out, including screens and tracks.

LAUNDRY AREA:

- Scrub the floors.
- Wash down the walls and remove dust.
- Wash doors inside and out.
- Wash windows inside and out, including screen and track. Clean any blinds.
- If the unit includes a washer and dryer: wash down the tops and sides of both appliances. Wash the inside of the washer lid and around the soap dispenser area. Clean dryer lint filter. Clean out lint vent to the wall.

EXTERIOR: (These items refer to those renting a single-family home, duplex. Refer to your lease.)

- Entire lawn must be neatly mowed and edged.
- Edge around walkways, driveways, and patios.
- Trim around foundations, flower beds, shrubs, and fences.
- Rake grass clippings and leaves.
- Remove weeds and dead plants from flower beds.
- Remove all trash and debris.
- Any animal dropping must be picked up and disposed of.
- Fill, level, and seed holes from pets, and repair all other damage caused by pets.
- Pull the weeds and weed flower beds if applicable.

GARAGE/STORAGE:

- Remove all items from garage or shed or storage areas.
- Clear out all refuse, boxes, and debris.
- Sweep out or vacuum any storage areas and garages.
- Sweep between wall studs and around garage door to remove cobwebs, dust, and debris.
- Clean cobwebs from walls and rafters as far as can be reached with a broom.
- Clean all closets, storage spaces, and shelving of dust and debris.
- Ensure that each light fixture has all working bulbs.
- Clean light fixtures, light switch and outlet covers, shelves and both sides of entry/exit doors.

DRIVEWAY:

- Completely clear and sweep.
- Clean oil stains.
- Clear up refuse, boxes, and debris.
- Clean outdoor light fixtures. Replace burned out or missing light bulbs.
- Haul away all garbage. No trash should be left behind. **DO NOT** leave garbage, personal items, or furniture at the curb.

GENERAL:

- If maintenance is needed anywhere in the apartment, report it to our office **NOW** and have it repaired. A 20% administrative fee is added to work orders needing deducted from security deposits, so it is to your benefit to have items repaired **BEFORE** our maintenance inspector arrives. For maintenance call 570-748-8550.
- Smoke detectors: Please purchase new batteries for all smoke detectors and place on kitchen counter for maintenance to install. All fire extinguishers must be charged, if applicable.
- Make sure all storm windows and screens are in place and free of holes.
- Please be sure to dust all cobwebs from all corners.

PET OWNER CLEANING:

For tenants with pets, please be sure to follow the following additional move out instructions upon the completion of your lease.

- When arranging your carpet cleaning, please be sure to request the carpet to be treated with an odor enzyme to remove any animal smells.
- Schedule and have your apartment professionally treated for fleas.
- Please make sure the yard is clear of any animal waste.
- Re-seed any brown spots in the yard left from pet urine or feces.
- Make sure a copy of all receipts is provided to Davis Real Estate, Inc. to confirm the work has been completed.
- If these items are not completed, or proof of the work by providing receipts is not provided, we will schedule the work to be done and payment will be taken from your security deposit settlement.

Save yourself from a stress headache: Hire a professional cleaning service!

Our experience has been that after the work and stress of moving out, tenants may be too tired to clean the house. We recommend considering a professional cleaning company or calling Davis Real Estate, Inc. to get an estimate on using our cleaning staff. This will give you a guarantee of a clean apartment with no additional charges. If you hire a professional cleaning service, you should provide them with a list of what we expect and oversee and inspect their work.

Reminders:

- Upon vacating and prior to inspection, all keys and cleaning receipts must be turned into the rental office. At the time of your departure, you must also provide a forwarding address of the **LEAD PERSON** in writing. The security deposit check will be made payable to all residents and mailed to the lead person within 30 days of the lease termination date.

- According to our Rules and Regulations, there will be a \$100.00 per day charge levied against any tenant that occupies the premises beyond the ending date and time of the lease.

Possible Cleaning Charges to Security Deposit:

Note: These minimum charges are subject to change at any time without notice.

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|---------------------------------------|--------|--------------------------|--------|
| Clean Carpet | \$150+ | Oven or Stove | \$75+ |
| Carpet Damage (less depreciation) | \$150+ | Replace Range Pans | \$40+ |
| Refrigerator | \$50+ | Freezer | \$20+ |
| Counters/Cabinets | \$10+ | Toilet | \$30+ |
| Drawers/Sinks | \$10+ | Bathtub | \$30+ |
| Dishwasher | \$20+ | Mirrors (each) | \$10+ |
| Mini-Blinds (each) | \$20+ | Windows (each) | \$10+ |
| Vertical Blinds (per broke/bent slat) | \$10+ | Floors | \$30+ |
| Ceiling Fans | \$35+ | Patio | \$25+ |
| Sliding Glass Door | \$25+ | Clean Garage | \$50+ |
| Cleaning Dirty Vent Hood | \$35+ | Furniture Removal | \$100+ |
| Cleaning Walls (per wall) | \$35+ | Cleaning Fireplace | \$35+ |
| Re-keying when no keys are returned | \$100+ | Light Bulbs (each) | \$5+ |
| Trash removal from interior (per bag) | \$35+ | Specialty Bulbs (each) | \$15+ |
| Trash removal from exterior | \$65+ | Replacing screens | \$35+ |
| Oven Rack | \$30+ | Replace windows | \$200+ |
| Drip Pans (all 4) | \$50+ | Switch Plates (each) | \$5+ |
| Light Fixture Replacement | \$55+ | Batter for smoke alarm | \$10+ |
| Door Replacement | \$150+ | Blind Wand | \$5+ |
| Light Globe Replacement | \$25+ | Reinstall doors on track | \$30+ |
| Toilet seat Replacement | \$15+ | Tub Stopper/drain covers | \$15+ |
| Toilet Replacement | \$100+ | Sink Stopper Replacement | \$15+ |
| Vent Hood Replacement | \$150+ | Bathroom Exhaust Fan | \$10+ |

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|---------------------------------------|----------------|-----------------------------------|----------------|
| Bathroom Vanity Cleaning | \$10+ | Medicine Cabinet Cleaning | \$10+ |
| Replacing Towel Rack | \$10+ | Microwave Replacement | Cost of unit |
| TV Wall Mount (repair and paint wall) | \$100+ | Damaged Doors | Vary on Extent |
| Damaged Tile Floors | Vary on Extent | Damaged Hardwood Floors | Vary on Extent |
| Damaged Furniture | Vary on Extent | Replace couch/chair cushions | \$95+ |
| Replace Smoke Detectors | \$50+ | Replace Fire Extinguisher | \$50+ |
| Missing Broiler Pan | \$35+ | Replace Refrigerator Crisper Tray | \$45+ |
| Contact Paper Removal (per shelf) | \$20 | Cleaning Closets (each) | \$10+ |
| Cleaning Radiators (each) | \$5+ | Replacing AC Filter | \$20+ |
| Service Call/Trip Charge | \$45+ | Other Charges as needed | |

If you have any questions regarding any of these procedures, please do not hesitate to call our office at 570-748-8550. We have enjoyed your residency in our community, and we wish you well. Please call us again or refer our agency to a friend for any rental or real estate needs. Thank you.