

# MOVE-OUT INSTRUCTIONS AND CLEANING CHECKLIST

- Notify Samantha Kevitt of your new address. This information is absolutely necessary to facilitate the return of your security deposit.**
- Double check that any automatic payments on your tenant portal are scheduled to stop at the termination of year lease agreement.
- Since you cannot have an account with the City of Plymouth, we will notify you of your final bill amount after you have moved out. You are responsible for paying this final amount directly to the City of Plymouth.**
- All of your belongings need to be moved out of your unit and your unit needs to be cleaned up to a professional standard (including getting the carpets professionally cleaned) by **noon** on the day that your lease ends.
- We are more than happy to have you use our cleaning company to professionally clean your unit. This will ensure a full refund of your security deposit (unless damage has been caused to the unit that falls beyond normal wear and tear).
- Please do not patch any holes in the wall. You will be charged extra if holes are improperly patched.

## KITCHEN/DINING ROOM

### Refrigerator/freezer:

- Clean sides, front, and top of refrigerator
- Remove all personal items from the refrigerator
- Clean all surfaces on the inside of the refrigerator and freezer
- Clean floor under fridge
- Remove any hard water stains from water dispenser area

### Stove

- Remove grease and grime off wall and cabinets around and behind stove
- Remove grease and grime off range hood
- Clean range top, front and door
- Remove grease and grime from oven, including racks

### Cupboards and Drawers

- Remove all food/debris particles from all surfaces
- Wipe down all shelves, drawers, and garbage cans
- Clean all cabinet doors and drawer fronts inside and outside

### Dishwasher

- Clean inside and outside, including door edges

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### **Countertops and sink**

- Wipe down countertops and sink
- Clean under sink

### **Floors**

- Sweep and clean floors
- Have all carpeted floors professionally cleaned (we are happy to recommend reputable carpet cleaners)

### **BATHROOM**

- Remove soap scum and stains from tub/shower and tub/shower fixtures
- Clean and shine wall tile around tub areas
- Clean vanity cabinet inside and out, including doors
- Clean mirrors
- Disinfect, scrub and remove stains from inside and outside of toilet
- Scrub and mop bathroom floor

### **BEDROOMS/HALLWAYS/LIVING ROOM**

- Clean window sills, trim, and glass on the inside
- Clean closet shelves, rods, and both sides of doors
- **HAVE ALL CARPET VACUUMED PRIOR TO THE PROFESSIONAL CLEANING**
- Wash all baseboards/woodwork/railings

### **GARAGE/DRIVEWAY**

- Sweep floors
- Wipe down walls

### **DECKS/PATIOS**

- Sweep deck and wipe down railing

### **MISCELLANEOUS**

#### **Light fixtures**

- Remove all fixtures, clean, replace burnt out bulbs and put fixtures back in place

#### **Outlet Covers**

- Clean and disinfect all outlet covers and light switches

#### **Vents**

- Clean all vent covers

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**Baseboards/Trim/Blinds**

- Wipe down to remove dirt, dust, and hair

**Pet Waste**

- Remove any and all pet waste from the yard

**UTILITIES and KEY RETURN**

- Call utility companies and notify of lease termination date
- Make certain all utility payments are current (Remember you are responsible for all utility payments until the termination date on your lease)
- We will let you know what you owe for the final bill to the City of Plymouth and then you can pay them directly
- Notify post office of your change of address
- Leave keys and garage door openers on countertop

Please let us know if anything needs to be repaired before the next tenant moves into the unit.

*These instructions are to be used as a guideline when preparing your unit for move-out. If your unit contains other elements that are not stated in these instructions, you will be responsible for returning your entire unit to the state it was in at the time of move-in, with exception of normal wear and tear.*

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