



Home Management



Owners Move-Out Checklist

The following checklist has been prepared to assist you in readying the premises.

1. **Walls and Ceilings**

Remove all nails used for hanging pictures, etc. from walls and ceilings. Interior paint touched up where needed, to blend with existing paint. For extensive marking and smears it may be necessary to paint an entire wall, ceiling, or room. Do not use Glossy paint over flat paint; or flat paint over glossy paint. A small wet rag or Q-tips are really good for smoothing out and filling in nail holes and touching them up with paint.

2. **Woodwork**

All woodwork, including doors and frames, molding, trim, etc. must be free of dust, fingerprints, and smears.

3. **Floors**

Scrub all vinyl and ceramic tile floors. Damp-mop wood floors; consider polishing the wood floors if they're showing wear. Uncared for wood floors tend to get less attention from tenants than good conditioned ones.

4. **Carpeting**

Carpets should be professionally cleaned after you've moved out. Carpet cleaners available for rent at super markets are only good for removing dust and surface dirt. Plus, the rental units do not have enough suction to pull out enough of the water causing stains and culmination of dirt attacking soap suds. Have carpets stretched if needed (Health Hazard).

5. **Lights**

All fixtures need to be in working order and clean; replace all burned-out bulbs.

6. **Windows, Screens, and Sliding Glass Doors**

Clean all windows, sliding glass doors, and door tracks. Broken glass panes and damaged screens need to be repaired. Remember to clean the top of the bottom half of the window and the window treatments; especially the mini-blinds.

7. **Kitchen (Special Emphasis)**

Cabinets, shelves, drawers, pantry and refrigerator must be clean and empty. Stove and oven needs to be empty, clean, and grease-free. If burner pans cannot be cleaned, they should be replaced; do not cover with aluminum foil. Clean behind and under all moveable appliances, i.e. refrigerator & stove.

8. **Smoke Detectors**

Replace batteries where needed; replace defective detectors.

9. **Pets (If Present)**

Have the premises professionally treated with extermination chemicals for fleas and ticks.

10. **Bathrooms (Special Emphasis)**

Cabinets, vanities, shelves, drawers, and medicine cabinets must be empty and clean. Toilets, tubs, showers and sinks must be clean. All caulking should be free of mold and all walls free of soap scum. Mirrors, towel bars or rings, and soap and paper holders should be clean and not damaged. If you caulk be sure that it is smooth, no `cake icing` effect; this promotes mold.

11. **Plumbing**

All drains must be clear of stoppage and running freely. Dripping faucets and leaks should be repaired. All tubs and sinks must have working plugs. Commodes should not be running or over flowing.

12. **Laundry**

Empty the washer and dryer; clean tubs and filters, and make sure all is in working order.

13. **Storage Areas**

Empty and clear of debris, and "broom clean".

14. **Garage or Carport**

Hose or sweep clean as needed, remove all cob webs; leave garage door openers in a kitchen drawer.

15. **Utilities**

Notify utility companies to revert to owner when vacant. Please notify utility company of your forwarding address. Please keep all utilities on until the property has been rented.

16. **Exterior**

Yard should be free of debris, flower beds need to be weeded, lawn should be freshly mowed, and bushes trimmed. Remove trash or place in proper containers for pick-up before the tenants take possession. Have gutters professionally cleaned and provide us with the receipt.

17. **Fireplace**

Needs to be free of ashes and clean; have the chimney professionally cleaned and provide us with the receipt.

18. **Furnace Filters**

Replace furnace filter. For dual zone systems, replace furnace & ceiling filters (both levels). Please leave any special instructions for changing the furnace filter posted on the furnace. Please have a 3 to 6 month supply of furnace filters by the furnace.

19. **Remove all personal property**

This will be someone's home while you are away. They will be renting the entire property including all storage areas and cannot be expected to be responsible for items left behind. A fee may be charged for the removal of personal property left behind.

20. **Water and Gas Valves**

All water cut-off valves clearly labeled- main water cut-off, cut-offs to all outside hose bibs. Clearly label gas valve (if any).

21. **Everything in Working Order**

All appliances and systems (plumbing, electric, etc.) must be in working order.

Documents/Information to provide:

Home Owner's Rules & regulations

Trash Pick-up schedule and rules

Code for Security System

Code for garage door opener

Mailbox number and Key

Misc. keys-labeled

4 sets of keys for home labeled

Assigned parking spot numbers

Pool Passes

Insurance carrier/copy of policy- Please carry public liability insurance with a minimum coverage of \$500,000 naming T&C Home Management as the agent as additional insured.

Instruction manuals for all appliances, if available. This can be left in the kitchen drawer.

Please complete the property information form and provide any maintenance or service contracts currently in effect noting the account number, contractor, expiration date, and telephone number of the contractor.

Please provide your forwarding address to T&C Home Management, Mortgage Companies, Homeowners/Condominium Association, and post office. (Do not leave the address for the new tenants).

Provide any special instructions you wish the tenants to know.

Property management agreement, property information form, W9, direct deposit form, and rental listing agreement to be executed and returned.

T&C Home Management can provide the names of handy men, painters, general cleaning and carpet cleaning companies that will give estimates for reasonable priced services.

Every home is unique, therefore this checklist cannot be considered all inclusive. Our goal is to make your move-out as easy as possible and to prevent extra expenses during a stressful time. Please do not hesitate to contact us for any support you may need.

Professional maid cleaning service recommended – or, thoroughly clean house top-to-bottom. Should be done at least 1 day prior to show or occupancy.