



**Resident Move out check list**

<b>Topic</b>	<b>Check list</b>	<b>Completed Date</b>	<b>Initials</b>
<b>Cleaning</b>	Appliances		
	Carpets*		
	Bathrooms		
	Kitchen		
	Windows and blinds		
	Personal items removed		
	All trash / recycling removed from the property		
	Fireplace cleaned out (if applicable)		
	Ceiling fans (if applicable)		
<b>Yard</b>	Grass cut (if applicable)		
	Beds weeded (if applicable)		
	Storage shed / garage swept and tidy		
<b>Walls &amp; Doors</b>	Picture hooks removed from walls		
	Spackle and sand smooth any holes		
	Closet doors in place and functioning correctly		
	Window treatments in place and functioning		
	Clean any marks		
<b>Maintenance</b>	All light bulbs working		
	HVAC filters replaced		
	Window screens in place and in good order		
	Smoke detectors in place and functioning with batteries		
	Garage doors and remotes functioning (if applicable)		
	Gutters cleaned (if responsible)		
<b>Passes / keys</b>	Forwarding address provided		
	Parking and pool passes returned		
	All keys, fobs and remotes returned		
<b>Utilities</b>	Oil tank (if applicable) full or at same level as move in		
	Propane tank (if applicable) full or at same level as move in		
	Water conditioning system (if applicable) salt and solutions full		
	HVAC on. In winter heat set to 55° in summer AC set to 80°		

## Tips for getting your full security deposit back

- **Cleaning -**  
Leaving your property clean is one of the most effective things you can do to facilitate getting your full security deposit. If you are short on time, it's best to enlist the help of a cleaning service.
- **Remove all personal items and trash from the property -**  
The cost to remove trash and personal items left behind can be costly, so make every effort to get everything off the property.
- **Light bulbs and air filters -**  
One of the most common and avoidable withholdings is for, nonfunctioning light bulbs and dirty HVAC filters. Please make sure all the light bulbs are functioning and there is a new HVAC filter in place prior to handing over possession.
- **Wall and picture hooks -**
  - If there are any excessive scuff marks or wall markings, the use of a [Magic Eraser](#) to remove marks on walls can help
  - When spackling any small picture hook holes use a putty knife with only a small amount of spackle in the hole and wipe the excess spackle off the wall with either a putty knife or a damp paper towel before it dries:
    - [How to fill a nail hole](#)
    - [How to fill larger holes](#)
  - Touch up paint. Unless otherwise instructed and you have an exact match on the paint color **do not complete any touch up painting**, as mismatched touch ups will result in the whole wall having to be repainted at the tenant's expense.
  - If you do need to touch up, ensure the color matches and it is thoroughly mixed. To check the color, do a test in a small inconspicuous section of the room.