

## MOVE-OUT CHECKLIST

- Submit Move-Out Notice
  
- Clean the unit
  - Kitchen
    - Stove, including under drip pans and in drawers
    - Oven
    - Refrigerator
    - Sink
    - Cabinets (inside and out)
    - Remove all shelf paper
    - Vacuum and mop floor
  - Bath
    - Sink
    - Tub
    - Shower
    - Toilet
    - Mirror
    - Cabinets (inside and out)
    - Vacuum and mop floor
  - All other rooms
    - Vacuum floors (even hardwood)
    - Replace spent light bulbs – inside and out
    - Dust ceiling fans
    - Change filters
    - Clean dryer lint trap
    - **Professionally clean carpets and provide receipt at time of move-out. \***
  
- Remove all trash and personal belongings from premises (inside and outside).
- Turn off utilities effective on your last day of occupancy.
- Perform any applicable lawn maintenance according to your lease agreement.
- Turn in all keys to Louise Beck Properties. Do not mail keys. Your rent continues until we are in receipt of ALL keys.
- Turn in mailbox keys.
- Turn in garage door openers.
- Forward mail to your new address. Do not expect the next tenant to do this for you, or our office.
- Make sure you provide us with your forwarding address so that we may mail your security deposit.

\*This is mandatory, and was done for you by the previous tenant prior to move-in. Please call our office with any questions.