

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.