

MOVE OUT CHECKLIST

Please follow this checklist when preparing your home for vacancy. Call us with any questions or if you need clarification. In addition to any repairs required, full return of your security deposit depends on satisfactory completion of these items. Tenant shall be liable for any damage to the premises caused by Tenant's acts or neglect other than reasonable wear and tear. Tenant shall also be liable for any damage to the premises caused by a family member, invitee, pet, or any person acting under Tenant's control.

- **CARPETS:** Please vacuum all carpeted areas. Carpets must be professionally cleaned by our approved vendor, **Acumen Carpet Cleaning in Lakewood WA**. You can contact them at **(253) 770-9689** to schedule if you prefer and submit to management the paid in full receipt or Management will arrange the carpet cleaning with Acumen upon your vacate and deduct from your deposits. Please note that if you have or had pets, you are required to pay for pet restoration of damaged areas, urine removal when required and de-fleaing in addition to the standard carpet cleaning. ***This is not optional under any circumstances for pet owners.*** If you have or had pets, this additional cleaning requirement will be verified with Acumen that it was completed prior to disposition of any deposits. **TENANTS ARE NOT TO USE THEIR OWN OR ANY RENTED CARPET CLEANERS** (as provided in your lease).
- **CABINETS/DRAWERS/SHELVES:** Wiped clean inside and out. Clean surfaces of all counter tops.
- **FLOORS:** Vinyl and tile floors swept and mopped, carpets vacuumed, wood floors properly cleaned.
- **APPLIANCES:** Please sweep behind and underneath the refrigerator and washer and dryer. Clean under the stove top (for electric burner stoves) and run the self-clean function on the oven if it comes with one, then wipe out clean. If no self clean function is present, use a standard oven cleaner to clean the interior of the oven. **IMPORTANT! DO NOT EVER USE OVEN CLEANER ON GLASS COOKTOP SURFACES! OVEN CLEANER DAMAGES THE SURFACE AND WILL RESULT IN A COSTLY REPLACEMENT OF THE ENTIRE STOVE THAT WILL BE BILLED TO TENANT!** Also, **DO NOT** use any steel wool cleaners as they scratch and damage the surface of glass cooktops. Just use your standard kitchen scrubby with a Soft Scrub or Ajax like powdered or liquid cleaner. Most glass cooktop stoves come with a self-clean function for the inside of the stove you can use. Replace stove drip pans with new. Leave Refrigerator on low.
- **LIGHT FIXTURES:** Replace burned out bulbs with appropriate bulb (standard, clear, floor, fluorescent, heat lamp, etc.). Tenant will be billed for any light fixtures that are burned out and not replaced or broken/damaged.

- **SMOKE DETECTORS/CARBON MONOXIDE DETECTORS:** Replace batteries of any needed. Tenant is responsible to pay for/replace any detectors that have been removed.
- **BATHROOMS:** All bathroom fixtures must be cleaned. This includes toilets, sinks, cabinets wiped out, showers and tubs cleaned, mirrors, light bulbs and/or heat lamp bulbs replaced where needed. ***DO NOT remove any shower heads even if you installed your own.*** Management will remove and replace to original provided as any plumbing damaged by your off market shower head when removed is the tenant's responsibility.
- **WINDOWS AND BLINDS:** Clean interior of window tracks and glass. Wipe down ledges. Dust and wipe blinds. Leave all windows in locked positions. Tenant is responsible for any damage to blinds or screens (where provided).
- **WALLS:** Please remove all picture hooks and picture fasteners. **DO NOT REMOVE MOLLY BOLTS** or larger wall fasteners as our maintenance will remove and repair these items. **DO NOT SPACKLE OR TOUCH UP PAINT ANYTHING.** If in doubt, leave the nail or hook in place. We have specific branded and color matched paint used for all touchups! On the subject of paint, if your unit came with any paint cans upon your move-in (generally left in your garage) please do not throw away! We use them for color matching.
- **GARAGE/DECK/PATIO/ENTRYWAY:** Please sweep and remove all personal items. Clean any spills or stains from grease and oil. Please sweep your garage floor, deck and/or patio and entryway outside the front door. Any personal items left on the property will result in a fee to haul and dispose of. ***Barbecues, lawn mowers, hazardous materials, etc. can be extremely costly to you if we have to remove on your behalf, so take them with you.***
- **GARBAGE:** Please contact your waste management provider for pickup of any garbage remaining in your cans. **DO NOT** place any garbage next to or outside of the cans as waste management will not pick up anything outside the cans unless you have received their permission to pick up additional bags. You will be billed for removal and disposal of any items of garbage, debris or personal items outside of the cans provided if left behind. Again, any personal items left inside or on the property will result in a fee to haul and dispose of. This includes items left in a refrigerator or cupboards. Furniture can cost literally hundreds of dollars to remove and haul away, so don't leave anything behind you don't want to pay for!
- **UTILITIES:** Please contact all utility companies that provide your service and provide them with your move-out date and forwarding address. **DO NOT TURN OF ANY UTILITY SERVICES! PLEASE CONTACT US** as soon as you have completed this step and we will contact the utility companies for the transfer date of services into our account. Final note: Your security deposit may be impacted by any final unpaid utility balances due (up to your vacate date only) upon and after your vacate. If your disposition of deposit is sent to you and we then receive a final unpaid bill, you will be responsible to

pay for it. If it is not paid (or if we are not reimbursed for payment on your behalf) any unpaid amounts will be sent to collections by our company. Please keep in mind that most utility companies will need to come out and do a final reading of your meters after your vacate and it may take a week or two for them to know what your final balance is. We generally have enough time to determine this within the 21 days after your vacate that dispositions are required to be sent out.

- HEAT: Please set thermostats to approximately 55-60 degrees. Do not turn off heat!
- KEYS AND REMOTES: Please leave all keys and remotes including mailbox keys inside a kitchen drawer. We will compare your move-in keys allotted and remotes to the ones you give back to us. Any remotes or keys missing will result in a bill to re-key or purchase new remotes.
- Make sure we have your forwarding address! If we do not have one on file, we will send your disposition to your last known address as required by law. This can result in a delay of you receiving your proceeds! All dispositions will be mailed within 21 days of your vacate date.

Please contact us with any questions! We thank you for your cooperation and appreciate you being a tenant with us. Best of luck on your move!

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