

## Tenant Move-Out Checklist

Below is a checklist of items to complete prior to moving day for your reference (checklist does not need to be returned to Veno Properties). Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Inspection Report, will be billed at your expense and deducted from your security deposit and or billed to you, so it is extremely important that you allow ample time to perform every item on this checklist. After you complete the checklist, your Disposition of Deposit and refund or final bill will be mailed to you within 14 days. Before moving, please remember to provide us your forwarding address.

### All Rooms

- Walls: Wipe down all wall surfaces and doors.
- Remove all nails and adhesive hangers.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burned out bulbs.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Shelves: Wipe down all shelf surfaces.
- Windows: Clean all windows, tracks, and sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Flooring: Sweep, mop and wipe down hard floor surfaces.
- Carpet: Have all carpets professionally steam-cleaned and provide receipt to Veno Properties.
- Closets: Wipe down all shelf surfaces, including rods.
- Stove/Fireplace: Clean inside and out.
- Ensure all smoke and carbon monoxide detectors are accounted for and have a working battery.
- Replace furnace filter (if hot air heat).
- Fill water softener with salt (if applicable).
- Ensure all damages have been repaired.
- Remove all trash/debris.
- Close and lock all windows and doors.

### Kitchen

- Refrigerator: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and out. Return shelves and drawers to proper positions.
- Oven/Stove: Clean racks and inside of oven to completely remove all stains. Wash down all surfaces of stove and stovetop, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.

- Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including door seal.
- Microwave: Wash down inside and outside of microwave.
- Sink/Fixtures: Clean sink, drains and faucets.
- Countertops: Clean all countertops and backsplash, including edges and corners.

### Bathrooms

- Clean mirror and medicine cabinet.
- Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.

### Garage/Outbuildings/Landscaping (if applicable)

- Remove all personal belongings and trash.
- Sweep shelves and floor surfaces of all garages and outbuildings.
- Mow and weedwack lawn. Dispose of grass clippings.
- Remove all weeds from the flower beds.
- Clean out all gutters.
- Pick up any animal feces.
- Remove any grease/oil stains from garage or driveway.
- Sweep deck/patio.
- Replace any burned out exterior bulbs.

### Other

- Leave all garbage/recycling bins EMPTY.
- Provide forwarding address to Veno Properties.
- Leave garage door openers and keys on counter.