



Tenant Move-out Checklist

Dear Tenant: A review of our current rental records show that your term lease is approaching expiration. As such, you are expected to vacate the premises by midnight on said date, unless a lease extension is signed/agreed prior to such date.

As we approach your scheduled move out date, we would like to share a few suggestions to help you have a successful move-out. Your lease requires you to leave the home in clean, undamaged condition. Therefore, we have put together a helpful checklist for you to follow to help ensure the return of your security deposit.

- 30-Day Written Notice to Vacate submitted to CDM Rentals on or before the 1st day of the month prior to the last day residing in property. Date submitted: _____
- Schedule your move-out inspection with CDM Rentals. Date Scheduled: _____
- Provide forwarding address to CDM Rentals. Forwarding Address: _____
- Remove all personal belongings, food, debris, and trash from property prior to move-out & inspection date.
- Report any and all damage to us in writing, with photographs for your records.
- Deep-clean property (see list below).
- Contact USPS to forward mail to your new address.
- Cancel renter's insurance policy.
- Furnace and/or Air Condition shall remain on. Thermostat may be set at 55 deg (winter) or 76 (summer).
- Turn in all door keys, mailbox keys, and garage remotes to CDM Rentals at the move-out inspection. If not returned, replacement fees will apply.

Note - The utilities must remain on in your name throughout the full day of your move-out inspection. If the utilities are not on, YOU WILL INCUR A \$250 FEE for CDM Rentals to reconnect the utilities so that we may complete the move-out inspection.

Tenant Signature Date

Tenant Signature Date

Landlord Signature Date



Deep Clean Checklist

Refrigerator

- Defrost freezer if needed. DO NOT use sharp tools to pry ice off.
- Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
- Take out refrigerator shelves and drawers and wash in warm water, dry and replace. Clean under drawers.
- Wash and dry outside of refrigerator and vacuum back and lower grills.
- Move refrigerator from wall and clean underneath. DO NOT TURN OFF!
- Sweep down cobwebs on walls and ceiling
- Replace light with an appliance bulb if necessary.

Stove

- Remove racks and broiler pan; soak in hot water and clean, dry well.
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer.
- Wash and dry outside of stove
- Replace oven light with appliance bulb if burned out
- Replace burner pans
- Move stove out and clean wall and floor.

Cabinets and Drawers

- Wash cupboards inside and out
- Wipe out drawers with damp rag.
- Clean sink, baskets, and counter tops well
- Make sure garbage disposal is empty and clean

Miscellaneous In and Near Kitchen

- Wash all light fixtures in warm water and soap. Clean switch plates.
- Clean inside and out of dishwasher; include inside seal
- Wash range hood and clean filter. Change appliance bulb if necessary.
- Wash windows, blinds, screens and clean sills and tracks
- Scrub kitchen floor, including under moveable appliances and baseboards.

Living Room

- Wash windows, sills and clean tracks.
- Clean light fixtures and switch plates.
- Sweep down cobwebs.
- Clean out fireplace
- Vacuum carpet and clean baseboards
- Clean drapes/blinds
- Clean out fireplace; wash screen and doors

Bedrooms

- Sweep down webs.
- Wash light fixtures and switch plates.
- Wash windows, clean sills and tracks.
- Vacuum carpet and clean baseboard.

Bathrooms

- Clean bathtub, tile around tub, sink, door and fixtures.
- Clean inside and outside of toilet. These should be free of soap scum.
- Scrub floor, baseboards and behind toilet.
- Clean inside of medicine cabinet
- Wash mirror
- Clean windows, sills and tracks.
- Clean fan
- Clean vanity inside and out, including drawers.
- Wipe toilet paper holder and towel rods.
- Clean light and switch plates.

Miscellaneous

- Replace furnace & A/C filter
- Wash inside and outside of front and back doors.
- Clean tracks of sliding doors
- Replace ALL burned out bulbs.
- Clean and dry inside and outside of washer and dryer. Clean lint trap.
- Pull out washer/dryer and clean floor.
- Wash ALL doors, especially around knobs.
- Sweep garage and sweep down cobs. Clean windows.
- Mow and weed yard
- Haul ALL trash away.
- All light bulbs must be working.
- Fill all nail holes; touch-up paint.