



## **OWNER MOVE OUT CHECKLIST WITH INSTRUCTIONS**

This form will offer outgoing owners of homes that are about to be rented more information on what to expect with their homes and to provide a guideline to ensure the house is ready. **We ask that your property is fully vacated at least 72 hours in advance of the lease start date.**

- 1) **UTILITIES:** Ensure all utilities remain ON at the property. Once a lease agreement has been signed, you may turn them off. Contact your utility companies to let them know you will be renting the property.
- 2) **KEYS:** Turn over all keys to RentLife upon surrendering the home. RentLife will change all locks and maintain keys. DO NOT change your locks, as we are on a specific key system that requires the work to be performed in house.
- 3) **GARAGE DOOR OPENER:** Ensure that all garage door remoted or HOA gate remoted are turned into RentLife.
- 4) **POOL ACCESS KEY or CARDS:** Most HOA sponsored community pools have a method in place to ensure only residents and resident guests are allowed in the pool. Ensure this is turned over to RentLife.
- 5) **SERVICE CONTRACTS or HOME WARRANTIES:** We request any information the owner may have on these programs, so we may be notified of any specifics in writing before any maintenance requests. Ensure your Home Warranty Company has RentLife listed as an Authorized Party. Often the Home Warranty Company will not dispatch a vendor until the service fee has been paid. Also, please be advised that in some cases, even if we are listed as an Authorized Party, some companies still do not follow up with us. In this case, we may ask for assistance from the policyholder.
- 6) **CLEANING AND CARPET SHAMPOOING AFTER MOVE OUT** We ask that the home be cleaned as well as possible to a "Hotel Ready" state of clean to include all of the items in the checklist below. We often recommend that you have the home professionally cleaned or look into our \$595 cleaning service.
- 7) **NO PERSONAL PROPERTY SHOULD BE LEFT AT THE HOME:** This would include any furniture, tools, outdoor grills, and landscaping tools. Cleaning supplies may be left at the owner's discretion.
- 8) **REPAIRS TO BE COMPLETED BEFORE TENANT MOVE IN:** Plan to coordinate all repairs to be completed before your departure from the property.

# CLEANING & MAINTENANCE MOVE OUT CHECKLIST

- Air Vents and Air Intake Vents** – Free of dust, and filters replaced.
- Baseboards** – Clean and dust-free.
- Doors** – Clean, including door jams, knobs, thresholds, and sidelights.
- Carpeting** – Must be vacuumed and professionally shampooed.
- Fireplaces** – All cinders and debris shall be removed and swept clean.
- Flooring** – All floors should be swept and mopped.
- Light Bulbs** – Replace with matching bulbs.
- Light Fixtures** – Interior/exterior light fixtures must be clean and dust-free.
- Light Switch Covers** – Replace damaged light switch covers that match existing.
- Smoke Detectors** – Less than eight years old, clean, and dirt free.
- Trash** – All trash must be removed from premises, not awaiting trash pickup.
- Walls** – Clean, dusted so that no marks are visible. Nails removed and patched.
- Water Softeners** – Ensure water softener is full of salt.
- Windows** – Interior and exterior glass cleaned in every room, including window tracks.
- Window Sills** – Window sills should be vacuumed and washed in every room.
- Window Treatments** – Mini blinds and curtain rods must be clean and free of dust.
- Cabinets and Drawers** – Wash cabinets and drawers inside and out. Remove any shelf paper. Wipeout drawers with a damp rag.
- Countertops and Backsplash** – Thoroughly cleaned, free of grease, debris, and food particles.
- Dishwasher** – Free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains, and food particles to include the door seals.
- Garbage Disposal** – Disposal should be clean of all food particles and odor-free.
- Range Hood and Microwave** – Clean of dust, food particles and grease; Metal filters shall be cleaned or replaced, if applicable; Hood fan light bulb should be operational.
- Refrigerator** – Interior and exterior should be washed throughout – remove all bins/shelves to clean thoroughly.
- Stove** – Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of the oven, top of the stove, under elements, pan drawer, exhaust fan, hood. Remove lower drawers and clean under the stove.
- Bathtubs, Showers, and Drains** – Clean and remove all stains, dust, lime, and mineral.
- Floors (vinyl, ceramic, etc.)** – Should be mopped and all base molding and trim cleaned.
- Toilets** – Entire toilet fixture shall be scrubbed and disinfected, including toilet base.
- Sinks, Mirrors, Faucets** – Should be cleaned and free of streaks and spots.
- Vanities, Cabinets, Shelving, and Towel Bars** – Clean interior/exterior.
- Walls and Ceramic Tile** – Wash all walls and doors until free from dirt and mildew.
- Exhaust Fans** – Need to be cleaned, free of dust, and silent during operation.
- Trash, Debris, and Leaves. Yard Maintenance** – Clean, weed-free, mowed, and edged.
- Siding** – Wash exterior siding if dirty.
- Carports, Garages, and Patios** – Should all be broom clean and free of debris.