

## VACATING CHECKLIST

### **Tenants are required to give a 30 day notice prior to vacating the property.**

We understand that your last few weeks of residence will be exceptionally busy ones. However, we do request that you attend to a number of small but important details:

- Please provide the exact date the home will be completely vacant so that we may advise the owner, post the property as being available for new tenants and a final inspection can be scheduled.
- If vacating in winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes. If your home is heated with oil, do not forget to have the oil tank filled before you vacate.
- We must have your forwarding address.
- All utilities must remain on until the final day of your lease unless otherwise authorized and you must provide us with proof of payment of your final water bill where applicable.

### **YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.**

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items we have a list of professionals that we can refer.

#### **Kitchen**

\_\_\_ All exhaust fans and vent covers should be in working order and free of dust and grease. Filter screens can be washed in the dishwasher.

\_\_\_ Kitchen cabinets, shelves, drawers, and counter tops must be washed inside and outside and all shelf liners removed.

\_\_\_ Refrigerators and freezers must be cleaned inside and outside. They must also be pulled out and all dust and dirt must be removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators and freezers running; do not disconnect or turn them off.

\_\_\_ Stoves, ovens, cooktops, and microwaves, must be cleaned inside and outside, including the areas around and underneath them. Do not use steel wool on appliances; plastic scrub pads work best. Be sure to operate the self-clean cycle if applicable.

\_\_\_ Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.

\_\_\_ All sinks, faucets and garbage disposals must be washed out and wiped clean.

\_\_\_ Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease. Any floors that need to be oiled or waxed must be treated as required.

#### **Bathrooms**

\_\_\_ All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.

\_\_\_ All tubs, showers, sinks, and commodes must be cleaned, disinfected and free of soap scum and cleanser residues.

\_\_\_ All medicine cabinets, vanities and drawers must be cleaned inside and outside, and shelf liners removed. All mirrors should be wiped.

### **All Rooms**

\_\_\_ If you have made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to.

\_\_\_ All non-carpeted floors should be free of stains, dust and debris and should be washed and waxed where appropriate.

\_\_\_ All windows, screens, storm windows and window sills must be washed. This includes the area between the sash (interior window) and storm windows or screens.

\_\_\_ All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.

\_\_\_ Sliding glass doors must be wiped and the door tracks must be cleaned.

\_\_\_ All walls, ceilings and closet interiors must be free of smudges, grease and food stains.

\_\_\_ All woodwork, moldings, trims, doors and baseboards must be free of dirt, dust and stains.

\_\_\_ All electrical outlets and switch plates must be free of dirt and smudges.

\_\_\_ All light bulbs must be in working order and light fixtures must be cleaned inside and out.

\_\_\_ All smoke and carbon monoxide detectors must be in working order with new batteries.

\_\_\_ Laundry and utility rooms must be free of dust, dirt and debris.

\_\_\_ Washing machine exterior must be cleaned and the inside left free of soap residue.

\_\_\_ Dryer exterior must be cleaned and the filter screen left free of lint.

\_\_\_ Furnace filters must be changed.

\_\_\_ All fireplaces must be broom swept and free of ashes, wood and debris.

\_\_\_ Chimneys should be professionally cleaned.

### **Grounds**

\_\_\_ All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk removed prior to that date. A minimal amount of trash may be left at the curb or pick up point.

\_\_\_ If firewood was provided when you moved in the same amount should be left on departure. Do not stack against the home.

\_\_\_ If you have an oil tank it must be filled.

\_\_\_ All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised we do not consider leaves and debris to be mulch.

\_\_\_ All shrubs must be neatly trimmed.

\_\_\_ All grass must be cut and free of debris.

\_\_\_ All walkways must be swept and free of weeds.

\_\_\_ If your vehicle has leaked oil in the garage or driveway the oil stain must be removed.

\_\_\_ If you have a garage, please make sure it is swept clean. If there were tools present when you moved in make sure they are all in place when you leave.

\_\_\_ If you have a tool shed please sweep it. Clean up any chemical spills and make sure all tools are in their proper place.

\_\_\_ All garden tools must be cleaned, including BBQ grills.

\_\_\_ Gutters and downspouts must be free of leaves and debris.

### **Pests**

\_\_\_ You are responsible for the elimination of any pests present in or about the home prior to vacating. Fleas and roaches can be particularly difficult to eradicate, so please make every effort to see that the home is left pest free, especially if you have a pet. Should an infestation of any kind be discovered after you move out, it will be treated at your expense.

**Keys**

\_\_\_ All keys, garage door openers, parking placards, etc., will be collected at the time of the final inspection. Kindly place these items in an envelope and leave in plain sight on the kitchen counter.

**Required Receipts**

\_\_\_ 1) **You must have all carpets including stairs cleaned by an APPROVED VENDOR** (please contact Greenleaf Realty for this information), with a copy of the paid receipt available at the time of the final inspection (if applicable).

**If you have a pet, you must have the premises treated for fleas, ticks and odor as well**, with a copy of the paid receipt available at the time of the final inspection. Should carpets/premises be unsatisfactorily cleaned/treated by an unapproved vendor, they will be cleaned/treated again at your expense.

\_\_\_ 2) **Where applicable, you must have all gutters and downspouts cleaned** with a copy of the paid receipt available at the time of the final inspection.

**Security Deposit**

\_\_\_ Your deposit can be refunded after the final inspection. If damage is noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage. This can take up to 30 days from the date of the inspection. Remember to provide us with your forwarding address and proof of payment of your final water bill where applicable.

**Note:**

**Your Lease Agreement terminates at midnight on the final day of your tenancy.** All cleaning, carpet treatment, yard work, etc. (except for final exterior trash pick-up) must be finished at this time. In the event that all of these obligations have not been met when the move-out inspection is conducted, and an additional inspection(s) must be scheduled, a \$300 administrative fee will be imposed.

Thank you for your cooperation.  
Greenleaf Realty Staff