

## Tenant Duty Checklist

### Vacating and Cleaning Instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense, and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform every item on this checklist. Also enclosed is an Itemized List of **Common Deposit Deductions** for your reference. After you complete the checklist completely, your Disposition of Deposit and refund will be returned to you within 14 days. Before moving, please remember to leave your forwarding address.

### Kitchen

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.  
**Note**, you may initiate repainting of the surface, but please check with the owner first since paint is very hard to match.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and windowsills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Refrigerator/Freezer: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and outside of refrigerator. Return shelves and drawers to proper positions.
- Oven/Stove: Oven: Clean racks and inside of oven to completely remove all stains. Stove: Wash down all surfaces of stove and stove top, 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 the 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.
- Floors: Sweep, mop, and wipe down all floor surfaces, including underneath refrigerator and stove.

### Living Room/Dining Room/Office/Recreation Room

- Walls: Wipe down all wall surfaces and doors to remove smudges. Remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.  
**Note**, you may initiate repainting of the surface, but please check with the owner first since paint is very hard to match.

- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and windowsills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Shelves: Wipe down all shelf surfaces.
- Stove/Fireplace: Clean inside and out.
- Floors: Sweep, mop, and wipe down hard floor surfaces and baseboards. Clean and vacuum all carpet surfaces.

### **Bathroom**

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.  
**Note**, you may initiate repainting of the surface, but please check with the owner first since paint is very hard to match.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and windowsills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out. Clean mirror.
- 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.
- Floors: Sweep, mop and wipe down all floor surfaces and baseboards. Be sure to get into the corners and behind/around the toilet.

### **Closets**

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.  
**Note**, you may initiate repainting of the surface, but please check with the owner first since paint is very hard to match.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and doorknobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Shelves: Wipe down all shelf surfaces, including rods.

### **Garage/Driveway/Outbuildings/Landscaping**

- Remove all personal belongings and trash from the property.
- Remove any stains, sweep shelves, and floor surfaces of all garages and outbuildings.
- Mow, edge and weed eat lawn. Dispose of grass clippings.
- Trim bushes around house where needed.
- Remove all weeds from the flower beds.

### **General Make-Ready**

- Ensure all smoke detectors are accounted for and have a working battery.
- Ensure carbon monoxide detector is accounted for and has a working battery.
- Replace the A/C filters.
- Ensure all damages have been repaired.
- Ensure all personal property and trash are removed from the property.
- Please leave garage door openers in the kitchen.
- Pressure wash areas where needed.
- After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.

When you have completed this checklist and have done your final walk-thru of the property, please give us a call to arrange returning your keys.

We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future.

Thank you!

### **Itemized List of Common Deposit Deductions**

**This list has been prepared for your information only. Actual charges will vary.**

#### **Cleaning**

##### **Kitchen**

Clean Kitchen – Normal Cleaning	\$150.00
Clean Kitchen – Deep Clean	\$300.00
Oven & Stove (Inside/Outside/Underneath)	\$75.00
Refrigerator (Inside/Outside/Underneath)	\$75.00
Dishwasher (Inside/Outside)	\$75.00
Microwave (Inside/Outside/Underneath)	\$25.00
Cabinets (Wash Inside/Outside)	\$200.00
Countertops	\$25.00
Sweep and Mop Floors	\$25.00
Dust and Wash Trim	\$15.00
Wipe Down Walls	\$25.00
Drip Pan Replacement	\$35.00

##### **Living Room/Dining Room/Office/Recreation Room**

Normal Cleaning	\$100.00
Deep Clean	\$200.00
Sweep, Vacuum, Mop	\$50.00
Dust and Wash Trim	\$25.00

Wipe Down Walls	\$25.00
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**Bathroom**

Bathroom – Normal Cleaning	\$100.00
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Bathroom – Deep Clean	\$200.00
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Bathtub/Shower	\$50.00
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Sink	\$25.00
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Cabinet (Inside/Outside)	\$25.0
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Toilet	\$25.00
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Sweep and Mop Floors	\$25.00
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Dust and Wash Trim	\$25.00
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Wipe Down Walls	\$25.00
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Wipe Down Fixtures	\$15.00
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**Bedroom**

Bedroom – Normal Cleaning	\$100.00
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Bedroom – Deep Clean	\$200.00
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Sweep, Vacuum, Mop	\$50.00
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Dust and Wash Trim	\$25.00
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Wipe Down Walls	\$25.00
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**General, Damages, Repairs and Disposal**

Repair Drywall	
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6" x 6"	\$75.00
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12" x 12"	\$150.00
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Wash Light Fixture (Each)	\$15.00
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Replace Interior Door	\$100.00
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Replace Exterior Door	\$250.00
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Clean Ceiling Fan	\$25.00
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Change Light Bulb (Each)	\$5.00
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Replace Smoke Detector Batteries	\$25.00
Replace Carbon Monoxide Detector Batteries	\$25.00
Replace Smoke Detector	\$75.00
Replace Carbon Monoxide Detector	\$75.00
Replace Window Blinds	\$40.00
Replace Sliding Door Blinds	\$60.00
Carpet Cleaning (Normal)	\$150.00
Carpet Cleaning (Deep Clean)	\$200.00
Carpet Spot Treatment (Each)	\$15.00
Replace Filter Varies	
Replace Carpet (12' x 12' Room)	\$500.00.
Replace Wood, Vinyl, Linoleum, Etc. Flooring (12 x 12 Room)	\$500.00
Repaint One Room (12' x 12')	\$300.00
Repair Kitchen Cabinet	\$150.00
Repair Kitchen Drawer	\$150.00
Wash Window (Including Tracks) (Inside)	\$20.00
Fill Nail Holes	\$25.00
Replace Interior Doorknob	\$25.00
Replace Exterior Door Lock	\$50.00
Pest or Rodent Extermination	\$150.00
Odor Removal Varies	
<b>Exterior</b>	
Trash Removal (Per Load)	\$100.00
Mow Lawn	\$35 - \$75
Weed Flower Beds	\$35 - \$100
General Labor (Cleaning, Painting, Normal Repairs, Trash Removal, Etc)	\$25 - \$40/hr
Specialty Labor (Electrician, Drywall Repair, Plumber, Etc)	\$70 - \$100/hr