

MOVE-OUT CHECKLIST

There is a level of cleaning that is required to return the property in the condition you received it. Print out and follow this checklist to help ensure the full return of your security deposit. If you have any questions, please contact us.

GENERAL

- Provide the "Notice to Vacate" found on our website a minimum of 30 days prior to the end of your rental agreement
- Provide our office with a forwarding address
- Electric, gas, and water must remain on. Buerger & Company will transfer service out of your name
- All carpets must be professionally cleaned and a receipt provided to Buerger & Company**

LIVING ROOM

- Wash windows, sills and clean tracks
- Clean light fixtures and switch plates
- Sweep down cobwebs
- Clean fireplace glass
- Clean drapes and/or blinds

KITCHEN

- Defrost freezer if needed
- Turn off icemaker and empty ice bin
- Wash inside and outside of refrigerator
- Replace light with an appliance bulb if necessary
- Remove oven racks and broiler pan; soak in hot water and clean well
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer
- Wash outside of stove
- Replace oven light with appliance bulb if necessary
- Wash cupboards inside and out
- Wipe out drawers with a damp rag
- Clean sink and counter tops well
- Make sure garbage disposal is empty and clean
- Wash all light fixtures and switch plates
- Clean inside and outside of dishwasher including seal
- Wash range hood and change appliance bulb if necessary
- Wash windows, blinds, and clean sills and tracks
- Scrub kitchen floor

BEDROOMS

- Sweep down cobwebs
- Wash light fixtures and switch plates
- Wash windows, clean sills and tracks

BATHROOMS

- Clean bathtub, tile around tub, sink, door and fixtures
- Clean inside and outside of toilet
- 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 filter
- Wash inside and outside of front and back doors
- Clean tracks of sliding doors
- Replace ALL burned out bulbs
- Clean inside and outside of washer and dryer. Clean lint trap
- Wash ALL doors, especially around knobs
- Sweep garage and sweep down cob webs. Clean windows
- Mow and weed yard
- Haul ALL trash away
- Clean out ALL floor vents
- Complete and sign the Condition of Rental Property Checklist
- Schedule a Check-Out time and date with Buerger & Company
- Turn in Condition of Rental Property Checklist, carpet cleaning receipt, and ALL keys, garage door openers, and any other remote controls on Check-Out day