

# MOVING OUT CHECK LIST

**Building** \_\_\_\_\_

**Apartment Number** \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

We are providing you with a checklist of steps that must be accounted for on the last day of your tenancy and which will be evaluated and shall pertain to the refunding of the damage deposit. Billing will be charged against the damage deposit at an hourly rate for any of these items not completed. These steps greatly assist the management in preparing your apartment for a new tenant, and we hope they assist you, as well, with your move. Please remember that your move must be completed, and all keys turned into the management by **NOON**, 12:00p.m. on the last day of the tenancy.

Thank you very much for your cooperation.

## KITCHEN

- 1. Stove/Oven, fan and filter cleaned inside and outside/oven racks cleaned
- 2. Refrigerator cleaned inside and outside, on top
- 3. Cupboards washed inside and outside
- 4. Knobs washed, free of grease
- 5. Floor washed thoroughly
- 6. Sink scoured and chrome faucets polished
- 7. Light fixture cleaned

## BATHROOM

- 1. Tub, sink, toilet cleaned thoroughly
- 2. All tile cleaned and free of mildew and soap scum
- 3. Tile floor in bathroom scrubbed
- 4. Mirror cleaned
- 5. Medicine cabinet and linen closet cleaned/washed
- 6. Light fixture cleaned

## WALLS

- 1. All nails, screws, and tacks removed
- 2. Heating registers washed off and prepared for painting
- 3. Walls cleaned free from dirt and other markings

## GENERAL

- 1. Carpet vacuumed thoroughly
- 2. Vacuum around edge of carpet and under heat registers
- 3. Cobwebs on ceiling, vacuum
- 4. Clean out closets/wash shelves
- 5. Windows washed thoroughly inside of apartment and wash window tracks
- 6. Air conditioners and filter cleaned
- 7. Clean out locker and sweep the floor
- 8. Wash and clean all light fixtures and ceiling fans
- 9. Replace burned out light bulbs
- 10. Vacuum basement and wash floor
- 11. Clean washer and dryer
- 12. Sweep garage floor
- 13. Blinds cleaned
- 14. Wash baseboards
- 15. Clean closet tracks
- 16. Smoke detectors working/no missing parts

**TURN IN MAILBOX AND APARTMENT KEYS ON THE  
LAST DAY OF OCCUPANCY AND LEAVE A  
FORWARDING ADDRESS**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

You may email this completed form to [info@terracepropertiesllc.com](mailto:info@terracepropertiesllc.com)