

# JOHNSON & GLAZEBROOK, INC.

Property Management Company  
Move-Out Cleaning Checklist

**\*\*CARPETS MUST BE PROFESSIONALLY CLEANED TO THE FULL SATISFACTION OF THE MANAGEMENT**

**COMPANY AND/OR OWNER AND A RECEIPT MUST BE PROVIDED. IF NOT ACCEPTABLE, IT WILL BE REORDERED \*\***

**Carpet cleaning must be thoroughly done by extraction and not rotary scrub equipment which damages carpet fibers to avoid another cleaning charge.**

## ENTRANCE & HALLWAY

- Walls
- Floors
- Hall Closet
- Linen Closet
- Ceiling/Light Fixtures

## LIVING & DINING ROOM

- Walls
- Floors
- Patio Door
- Chandelier/Light Fixtures
- Windows-Locked & Clean

## KITCHEN/BREAKFAST NOOK

- Walls
- Floors
- Windows-Locked & Clean
- Stove/Cooktop/Oven - (Stovetops need opened & cleaned underneath)
- Range Hood/ Microwave
- Refrigerator - In & Out/Underneath - and empty ice bucket/trays
- Dishwasher - In & Out /Underneath
- Sink
- Cabinets-In/Out(Wood cleaner used/Doors left open)
- Drawers-In/Out(Wood cleaner used/Leave Drawer Open)
- Counters
- Exterior of Appliances (Windex/Clean)

## BEDROOMS

- Walls & Doors
- Floors
- Windows-Locked & Clean
- Closets

## BATHROOM(S)

- Walls
- Floors
- Windows -Locked & Clean
- Doors
- Tubs/Shower (Use bleach for mildew)
- Toilets
- Sinks
- Cabinets-In/Out (Use Wood Cleaner)
- Mirrors -(Windex/Clean)

## MISCELLANEOUS

- Smoke Alarms Operating Properly
- HVAC Registers/Vents
- Change HVAC Filters
- Fireplace/Chimney Cleaned
- Vacuum all rooms/closets, etc.
- Light Fixtures
- Windows/Glass Doors-Locked & Clean
- Baseboards/ Window sills dusted
- Doors
- Trim
- Cobwebs in Ceilings
- Light Bulbs - All Functioning/Replaced
- Washer/Dryer
- Check & Clean Dryer Vent

## EXTERIOR MAINTENANCE

- Beds Weeded/Bushes & Trees Trimmed
- Leaves Removed
- Grass Cut
- Gutters Cleaned
- Remove Satellite Dish

**BE SURE HOME IS LOCKED & SECURED**

**ALL TRASH/DEBRIS/PERSONAL PROPERTY  
MUST BE REMOVED PRIOR TO MOVE-OUT  
INSPECTION OR IT WILL BE DISCARDED AT  
CONTRACTORS HOURLY RATE**

**TENANT NEEDS TO CONFIRM AND IT IS**

**THEIR OBLIGATION TO INSPECT ANY  
VENDOR'S WORK THAT THE TENANT HAS  
HIRED TO VERIFY A JOB WELL DONE**