

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 done by extraction and not rotary scrub equipment which damages carpet fibers.

___ 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
- ___ 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)

___ EXTERIOR MAINTENANCE

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

___ 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

___ BEDROOMS

- ___ Walls & Doors
- ___ Floors
- ___ Windows-Locked & Clean
- ___ Closets
- ___ **BE SURE HOME IS LOCKED & SECURED**

Tenant needs to confirm and is their obligation to inspect any vendor's work that the tenant has hired to verify a job well done
ALL TRASH/DEBRIS/PERSONAL PROPERTY MUST BE REMOVED PRIOR TO MOVE-OUT INSPECTION OR IT WILL BE DISCARDED AT CONTRACTOR'S HOURLY RATE