

CHECK-OUT REQUIREMENTS

The following list highlights most of the requirements for preparation for the move-out inspection. Be prepared to turn in ALL KEYS and REMOTES on the last day. Please have everything completed before turning in the keys to our office. Utilities must be left on for 5 days after the 30-day notice expires. If for any reason, you need to make changes to your 30 day notice, it must be in writing.

1. Dust up high, all ceiling/wall corners and pot shelves.
2. Clean all window sills, tracks, valances, every set of blinds.
3. Clean all ceiling fans, light fixtures, and air vents.
4. Clean all doors, door frames, and baseboards.
5. Sweep and mop all floors.
6. Sweep out garage, sidewalks, driveway, patios, and porches.
7. Wash slider windows inside and out, plus all windows.
8. Clean microwave inside and out.
9. Clean top of stove, lift top and clean under stove, as well as inside oven and entire exterior.
10. Clean vent and hood.
11. Clean refrigerator inside and out, under and behind. DO NOT unplug or turn off refrigerator.
12. Clean dishwasher inside and out.
13. Clean washer and dryer inside and out and under. Clean lint trap.
14. Clean all tile and grout.
15. Clean all countertops and cabinets, inside and outside cupboards and drawers.
16. Scrub all sinks and faucets shine and polish.
17. Clean and disinfect all toilets.
18. Clean all showers and tubs shine and polish.
19. Clean all shower doors, remove all water spots and hard water stains.
20. Clean and polish all medicine cabinets.
21. Clean all electrical plates and wall switches.
22. Clean all closets and shelves.
23. Clean all fireplace, tile, mantle, screen and glass.
24. Clean all hand railings and banister.
25. Replace burned out bulbs, air filters.
26. FILL NAIL HOLES ONLY, DO NOT OVER SPACKLE, AND DO NOT PAINT.
27. Have carpets PROFESSIONALLY SHAMPOOED with truck mount system. Chem Dry is NOT acceptable. If you have pets, vacuum around baseboards and carpet area prior to shampoo. MUST provide us with a receipt. (Call us for recommended vendors)
28. Lawn should be mowed/edge no more than 3 days before move-out, shrubs should be trim. Irrigation system should be fully operational and conforming to Water District Code.