

Move-Out Procedures

As a tenant prepares to move out, the lease agreement requires the tenant to leave the property in a clean and undamaged condition. A final move-out inspection will be conducted after all furnishings have been removed from the property, the cleaning has been completed, and the keys are returned to Daniels and Daniels Real Estate. The following is a checklist to help prepare for the final walk-thru:

- All keys, garage door openers, gate remotes, etc. must be delivered to our office by 5 p.m. on or before the expiration date of the lease agreement.
- The carpets must be professionally cleaned and a receipt from a professional carpet cleaning company must be provided to us when you return the keys. Rented carpet cleaning machines from a store is not accepted as a professional carpet cleaning.
- All flooring and all base boards must be cleaned; mop or vacuum floors
- Be sure to replace air conditioning filters.
- Walls, baseboards and ceilings must be free of cob webs and lint; spot clean walls as needed.
- If applicable, clean the fireplace, hearth and mantle. Remove ashes and debris.
- Wipe clean all wall switch plates and outlets covers
- Clean window sills and blinds thoroughly.
- Clean ceiling fans, remove debris from light fixtures, and replace any burnt out light bulbs.
- Smoke alarms must be operative; replace batteries as necessary.
- Clean closets, storage spaces, pantry and shelves so they're free of dust, spider webs and debris.
- Clean kitchen appliances inside and out, replace burnt-out appliance light bulbs.
- Clean oven, stove, drip pans, underneath drip pans, if applicable.
- Clean range hood vent and filter.
- Clean dishwasher, garbage disposal, and remove any debris inside.
- Clean countertops, inside cabinets and inside drawers.
- Clean all sinks and faucets.
- Clean bathroom counters, sinks, soap dish, tiles, fixtures, tub and/ or shower.
- Clean mirrors, light fixtures and medicine cabinets.
- Clean toilets and toilet seats inside and out.
- Mow the grass, edge, water lawn, trim or prune trees and shrubs in front yard and back yard; remove all trash and debris.
- Pick up and dispose of any animal droppings.
- Walkways, driveways, patios and garage floors must be cleaned.

Tenant must provide the office with a complete forwarding address. The security deposit will be mailed to the forwarding address provided within thirty days, after any deductions, if any, have been made.