

## Move Out Instructions

Courtney & Courtney is aware that your moving date is approaching and that your lives will be busy making arrangements for the big day. Listed below is a guideline to assist you in cleaning your property prior to vacating and convey our expectations on how the property should be cleaned prior to your final move out (some may not apply to the house you are leasing). The condition of the property as you took possession, as noted on the initial inventory sheet and/or improvements made by either tenants or owners during the lease period, will be considered. If you follow the following guidelines closely the chances are very good that you will not experience a cleaning deduction from your deposit. As per your lease we will have the carpets cleaned for you.

### Entry Way:

- Remove cobwebs
- Wipe light fixture/globe
- Wipe marks on door
- Wash windows/screens
- Sweep steps
- Wipe down closets
- Replace light bulbs as needed

### Living Room:

- Wash windows inside/  
window tracks
- Wash light fixture/globe/fan  
blades
- Vacuum carpet
- Clean wood floors
- Clean fireplace
- Replace light bulbs as needed
- Clean windows inside
- Clean mini blinds/ screens

### Kitchen:

- Clean stove interior/exterior
- Clean Stove hood
- Clean under stove
- Clean refrigerator interior/  
exterior (do not turn off)
- Clean under/behind  
refrigerator
- Clean dishwasher  
interior/exterior
- Wipe in and out of cabinets/  
cupboards/ drawers
- Wash light fixtures/ globes

### Kitchen Cont.:

- Remove any marks from  
walls
- Clean switch plate covers
- Scrub/vacuum floor
- Wash windows inside/  
window tracks
- Replace light bulbs as needed
- Clean sink/faucet

### Bedrooms:

- Clean light fixtures/fan  
blades
- Replace bulbs as needed
- Wash windows inside/  
window tracks
- Clean mini blinds
- Wipe out closet shelves
- Vacuum carpet
- Clean mirrors
- Wipe walls

### Bathrooms:

- Clean shower/bathtubs
- Clean all faucets/sinks
- Clean toilets
- Clean Shower door/tile
- Clean vanity/  
mirror/medicine cabinets
- Clean windows inside/  
window tracks
- Clean floors
- Wipe walls/remove marks
- Clean light fixtures
- Replace bulbs as needed
- Clean mini blinds

### Laundry Room:

- Clean shelves
- Clean doors
- Clean floors
- Clean light fixtures
- Replace bulbs as needed

### Family Room:

- Clean windows inside/  
window tracks
- Clean mini blinds
- Clean fireplace
- Vacuum carpet
- Wipe light fixtures/fan  
blades
- Replace light bulbs as needed
- Wipe walls
- Clean switch plates
- Wipe out closet shelves

### Garage:

- Sweep floor
- Remove cobwebs
- Remove oil drips

### Outside:

- Sweep off patio area
- Make sure your yards are  
mowed and raked, free of  
weeds.
- If you had a pet you must  
have all pet feces picked up.
- Remove any debris in  
window wells

Please have the utility company do a final reading on: \_\_\_\_\_. DO NOT HAVE YOUR UTILITIES TURNED OFF! Please remember to leave the keys and garage door openers in the kitchen drawer. Also leave us your new address! GOOD LUCK TO YOU ON YOUR MOVE AND IN THE FUTURE.