

Exit Checklist

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original check-in inspection report, and any maintenance completed during your occupancy, will be used for your checkout inspection.

IMPORTANT:

Most of the time we either have tenants scheduled to move in shortly after you vacate or work is scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date.

(Look for helpful hints in parentheses.) If you are hiring a professional cleaner, give them this list to ensure they do not miss anything. Some of the following items pertain to detached homes and town homes. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

Please make sure we know your exact move out date, and your forwarding address.

- **Most Of The Time, There Are Three or Four Receipts Required at Move Out per the Lease:**
 - 1) **Carpet cleaning if applicable. If you had a pet: deflea, detick, and deodorize (with or without carpeting). Please be aware that if the cleaning is not satisfactory to PPM or the property owner, we reserve the right to re-clean the carpets at your expense.**
 - 2) **Chimney Inspection/Cleaning, ONLY if you have a wood burning fireplace! The inspection/cleaning is required even if you did not use the fireplace.**
 - 3) **If your lease started before December 2013, you are responsible for having gutters and downspouts free of leaves and debris. You must provide a copy of your paid receipt or digital pictures at the time of move out.**
 - 4) **Filling oil or propane tanks if you have oil or propane heat.**

IF WE DO NOT RECEIVE THESE RECEIPTS, WITH A PROPER EXPLANATION,

THEY WILL BE COMPLETED AT YOUR EXPENSE! IN ADDITION, YOU WILL BE CHARGED A \$50 ADMIN FEE FOR EACH SERVICE WE HAVE TO INITIATE ON YOUR BEHALF.

- Any changes made to the home during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal of doors, handicap fixtures, painting a different color, etc. If you have removed any of these items, please put them back in place for inspection.
- All non-carpeted floors should be free of stains, scratches, dust and debris; cleaned and waxed, if appropriate. Remember to use products formulated for the surface.
- All carpeted floors should be free of stains (unless present at move-in), dust, debris, and be **professionally** cleaned by a licensed and insured company. **A copy of the receipt must be turned in with all keys. Carpet cleaning should be completed last in order to avoid getting the carpets dirty while moving. Never use bleach to remove stains on carpet.**
- All interior windows and sills must be clean. This includes the area between the window and storm/screens. If during your occupancy, any windows or screens were broken or damaged, they must be repaired.
- All window treatments that were provided, must be clean and in good working order. If you removed any, you must reinstall them unless otherwise agreed to in writing.
- All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains
- All walls must be free of large anchors. You are required to remove the anchors, patch, and sand them. PLEASE DO NOT PAINT ANY WALLS. A reasonable number of picture hooks or small nails are acceptable. If you are unable to perform the restoration/repair to a professional level PPM will have the walls repaired at your expense.
- All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains.

- All air vent registers must be free of dust and debris.
- All light bulbs must be working, and light fixtures/globes must be cleaned. The same style bulbs must be used in multi-light fixtures.
- All smoke detectors must be working, and will be tested. **(If it is beeping, you need to replace the battery. It generally requires a 9-volt battery.)**
- All exhaust fans/vent covers must be clean. **(Exhaust fan screens and gas-stove grates can be washed in the dishwasher.)**
- Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, cleaned inside and outside, and any shelf liner you installed removed.
- Refrigerators/Freezers must be cleaned inside and outside. If on wheels, they must also be pulled out very carefully, and all dust and dirt removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. **(DO NOT TURN OFF after cleaning. Mild spray cleaners and a sponge works well on removing stubborn particles in the plastic shelves.)**
- Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Do not use steel wool on appliances; plastic scrub pads work the best. Do not use oven cleaner in self-cleaning ovens and use only approved products for ceramic/glass top ranges or cooktops.**
- Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean.
- Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly (use approved products for that surface).
- All bathroom floors and walls must be cleaned. This includes the grout and caulking. **(According to your lease, the cleaning of grout and caulk are your responsibility. If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked.**

- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues.
- All medicine chests, vanities, and drawers must be cleaned inside and out, and shelf liners removed.
- **Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. Especially in-between ceiling beams of unfinished ceilings. This is often overlooked.**
- Furnace filters must be changed or if washable, then cleaned. **If you do not do this, you will be charged to service the furnace.**
- Washing machine must be wiped down and free of soap residues.
- Dryer must be wiped down and free of lint. **If we discover the lint trap filled you will be charged for a professional cleaning of the trap, hose & dryer duct.**
- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. **(Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals.)**
- If you are leaving cut firewood, please make sure it is **not** stacked against the house. **(Any firewood must be a minimum of 3 feet away from any building structure.)**
- All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris.
- All grass must be free from pet waste, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
- All walkways, steps, and patios must be swept and free of weeds.

- If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up. **(Use Borax soap & water to clean it.)**
- If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.
- If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools are in their proper place. Old chemicals and paints should be discarded properly. **(Call your trash company for details.)**
- All garden tools must be cleaned, including BBQ grills.

In addition, you should review your lease contract (specifically clauses 13, 15, and 30 if you live in Virginia, or clauses 15 and 31 if you live in DC), so you will be familiar with your tenant obligations prior to your move out.