



VACATE PROPERTY CHECKLIST

Dear Owner:

The following is a sample of the list that is given to tenants as they prepare to vacate a property. We expect them to leave the home in the same condition as when they take occupancy, aside from normal wear and tear, therefore we feel it is important that you prepare the home for the market accordingly:

- Clean all appliances inside and out, including washer & dryer, and leave fridge/freezer ON.
- Clean all bathrooms, sinks, tubs, toilets, showers, and floors.
- Clean windows, window tracks, sills, and all blinds/coverings.
- Clean heat fan(s), cold air return vent(s), and dryer duct(s).
- Sweep decks, patios, sidewalks, garage, and driveway.
- Clean cabinets and drawers, inside & out.
- Clean light fixtures and replace all burned out bulbs.
- Replace batteries in smoke and carbon monoxide alarms.
- Have the carpets professionally cleaned and if you have/had pets you will also need to deodorize the carpets (please keep the receipts).
- Clean out the fireplace(s), hearth(s), and woodstove(s) if applicable.
- Have chimney cleaned (please keep the receipt).
- Clean any other areas that require attention and remove your personal belongings from the Property.
- Remove nails from walls.
- Mow and trim the lawn, clean out planting beds, prune trees/shrubs as necessary.
- Remove any pet feces from the property.
- Leave your keys, garage door openers, and all forwarding address/contract information with the property manager.

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