

Tenant Move-Out Checklist

Below is a checklist of items to complete prior to moving day for your reference (checklist does NOT need to be returned to Veno Properties). Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense and deducted from your security deposit, so it is extremely important that you allow ample time to perform every item on this checklist. Also enclosed is a list of common deposit deductions for your reference. After you complete the checklist, your Disposition of Deposit and refund will be mailed to you within 30 days. Before moving, please remember to email us your new mailing address.

All Rooms

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Shelves: Wipe down all shelf surfaces.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Flooring: Sweep, mop and wipe down hard floor surfaces. Vacuum all carpet surfaces.
- Closets: Wipe down all shelf surfaces, including rods.
- Stove/Fireplace: Clean inside and out.
- Ensure all smoke and carbon monoxide detectors are accounted for and have a working battery.
- Replace furnace filter (if hot air heat).
- Ensure all damages have been repaired.
- Ensure all personal property and trash is removed from the property.
- Please leave garage door openers in the kitchen.
- Please leave keys on kitchen counter.

Kitchen

- Refrigerator: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and

outside of refrigerator. Return shelves and drawers to proper positions.

- Oven/Stove: Clean racks and inside of oven to completely remove all stains. Wash down all surfaces of stove and stovetop, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.
- Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including door seal.
- Microwave: Wash down inside and outside of microwave.
- Sink/Fixtures: Clean sink, drains and faucets.
- Countertops: Clean all countertops and backsplash, including edges and corners.

Bathroom

- Clean mirror.
- Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.

Garage/Outbuildings/Landscaping

- Remove all personal belongings and trash from the property
- Sweep shelves and floor surfaces of all garages and outbuildings.
- Mow and weed eat lawn. Dispose of grass clippings.
- Remove all weeds from the flower beds.

We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future. Thank you!