



Move Out Guidelines & Cleaning Checklist

Tenant(s): _____ Move in Date: _____

Property Address: _____ Move Out Date: _____

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we need your cooperation in completing the following checklist.

If all items are completed as indicated to our satisfaction and no other damages are identified, your security deposit will be returned to you within 21 days.

If cleaning is not satisfactory, we will need to hire someone to clean and \$200 for their services will be deducted from your security deposit.

- Your security deposit does not apply to your last month's rent.
- You are required to move out by noon on the last day of your lease.
- Leave all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls. We will not charge for filling nail holes unless there is an unusual quantity.
- Leave all property, mailbox, and garage keys, parking tags, and garage door openers in an envelope, along with your forwarding address.
- Contact the electric company to take a final meter reading at the end of the lease term.
- Furnish the Post Office with your forwarding address online at usps.com.
- Arrange for your phone and cable service to be disconnected.
- Provide your forwarding address to Resolute Property Management at info@rpm-fl.com.
- Please call the office @ 352-414-5292 to schedule a time for a move-out inspection.

Everything must be out of the home to do the move-out inspection. You must be present during the inspection so that there are no misunderstandings. We would rather have you complete the cleaning than to hire it done and charge you for it.

- All carpets must be professionally cleaned by a cleaning company at your expense. A receipt for the cleaning must be provided to Resolute along with all keys. If the unit is not suitably cleaned, cleaning charges will be applied.



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CLEANING CHECKLIST

LIVING ROOM

- Clean all blinds
- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Vacuum carpet and any cobwebs
- Wipe down closet shelf, if applicable
- Clean air conditioner filter, if applicable

KITCHEN

- Clean all blinds
- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wash ceiling fan, counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. Turn it off and leave the doors propped open. (Defrost with hair dryer if necessary.)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe out all cupboards and drawers inside and out
- Vacuum any dust off the ceiling from fan
- Scrub floor, even under appliances, leave appliances pulled out
- Wipe down closet shelf, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven, and fan)

BATHROOM

- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Scrub the bathtub, toilet, and sink inside and out
- Clean medicine chest and shelves and closet and/ or cupboards
- Scrub floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs
- Wipe down washer and dryer inside and out, if applicable

BEDROOMS

- Clean all blinds



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- Wash windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wipe down closet shelves
- Wash ceiling fan, blades, and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

STORAGE AND GARAGE

- Sweep out or vacuum any storage areas, garages, or basements
- Replace any burned out light bulbs

** Please call our office at 352-414-5292 with questions regarding this Move Out Guidelines & Cleaning Checklist **