

APPENDIX A MOVE-OUT CHECKLIST

The following instructions must be complied with prior to turning in keys:

LANDSCAPING	
<input type="checkbox"/> mow, trim, & edge yard	<input type="checkbox"/> weed all flower beds
<input type="checkbox"/> fill any holes created by persons or animals	<input type="checkbox"/> neatly trim all bushes
	<input type="checkbox"/> clear yard of any fallen fruit from fruit trees
Remove:	<input type="checkbox"/> trash <input type="checkbox"/> animal feces <input type="checkbox"/> wasp/bee nests <input type="checkbox"/> personal items <input type="checkbox"/> excess fruit from limbs
Sprinkler System:	<input type="checkbox"/> turn off <input type="checkbox"/> leave operating instructions
EXTERIOR – CLEAN:	
All surfaces of the following, ensuring you remove any dust, dirt, debris, oil, grease, cobwebs, etc...	
<input type="checkbox"/> patios	<input type="checkbox"/> decks
<input type="checkbox"/> shutters	<input type="checkbox"/> screens
<input type="checkbox"/> trash dumpster (where provided) should be emptied, cleaned, and left inside the garage or beside unit	<input type="checkbox"/> sidewalks <input type="checkbox"/> driveways <input type="checkbox"/> porches <input type="checkbox"/> light fixtures
	<input type="checkbox"/> windows <input type="checkbox"/> doors <input type="checkbox"/> gutters <input type="checkbox"/> downspouts
GARAGE – CLEAN:	
<input type="checkbox"/> all oil, grease, and paint off floor	<input type="checkbox"/> walls
	<input type="checkbox"/> remove cobwebs <input type="checkbox"/> sweep floor
KITCHEN – CLEAN:	
Stove (glass surfaces with warm soapy water only): <input type="checkbox"/> inside <input type="checkbox"/> outside (front & sides) <input type="checkbox"/> under burners	
<input type="checkbox"/> pull out (being careful not to damage floor) and clean cabinet sides, countertop edges, and floor in stove cavity	
Vent Hood:	<input type="checkbox"/> topside <input type="checkbox"/> underside <input type="checkbox"/> filter (replace if necessary)
Dishwasher:	<input type="checkbox"/> inside <input type="checkbox"/> outside Disposal: <input type="checkbox"/> ensure unit is empty <input type="checkbox"/> flush with hot soapy water
Microwave:	<input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> plate Trash Compactor: <input type="checkbox"/> inside <input type="checkbox"/> outside
Refrigerator/Freezer: <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> door seals <input type="checkbox"/> coils <input type="checkbox"/> empty drip pan	
<input type="checkbox"/> pull out unit (be careful not to damage floor) and clean wall, cabinet sides, countertop edges, and floor	
BATHROOM – CLEAN:	
Toilet (clean & disinfect): <input type="checkbox"/> bowl <input type="checkbox"/> base <input type="checkbox"/> tank <input type="checkbox"/> cover <input type="checkbox"/> cover <input type="checkbox"/> seat	
In vicinity of toilet: <input type="checkbox"/> walls <input type="checkbox"/> floors <input type="checkbox"/> cabinets <input type="checkbox"/> tub sides	
Clean/remove soap residue, water spots, calcium, lime, & rust from: <input type="checkbox"/> tub / shower enclosures (no rings)	
<input type="checkbox"/> shower heads <input type="checkbox"/> shower doors / curtains <input type="checkbox"/> sinks <input type="checkbox"/> faucets <input type="checkbox"/> soap dishes <input type="checkbox"/> plumbing fixtures	
UTILITY ROOM – CLEAN:	
Washer:	<input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> under <input type="checkbox"/> behind <input type="checkbox"/> detergent/bleach dispensers
Dryer:	<input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> under <input type="checkbox"/> behind <input type="checkbox"/> lint trap & screen
CARPETS – CLEAN:	
<input type="checkbox"/> must be cleaned by professional carpet cleaning company using 5 point cleaning system	
<input type="checkbox"/> must remove all stains not identified at move-in by tenant on Residential Lease Inventory and Condition Form	
<input type="checkbox"/> must turn in ORIGINAL, paid cleaning receipt to Armadillo Properties with unit keys at move out	
OTHER ITEMS – CLEAN:	
Fireplace: <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> tools <input type="checkbox"/> replace logs if they were present at move-in	
Utility Closets: <input type="checkbox"/> inside <input type="checkbox"/> wipe down HVAC units <input type="checkbox"/> wipe down hot water heater	
Cabinets & Drawers: <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> remove all contents <input type="checkbox"/> wipe exteriors with furniture polish	
Countertops: <input type="checkbox"/> clean/remove all streaks, soap residue, and water marks	
Sinks: <input type="checkbox"/> clean/remove all streaks, soap residue, water marks, calcium, lime, and rust deposits	
Chrome Surfaces: <input type="checkbox"/> clean and polish (remove all streaks, soap residue, water marks)	
Mirrors & Windows: <input type="checkbox"/> clean/remove all streaks (windows inside and out)	
Hard Floors: <input type="checkbox"/> sweep, mop, and remove any marks DO NOT WAX!	
Paneling: <input type="checkbox"/> dust and polish with furniture polish	

OTHER ITEMS – CLEAN (continued):

Drapes / Valances: must be professionally dry cleaned and the receipt provided at time of move out

Doors: clean both sides and remove any marks

Walls / Ceilings: clean and remove any cobwebs and marks

Light Fixtures: clean inside and out, leaving glass streak free

Ceiling Fans: clean fixture, globes leaving glass streak free, and tops and bottoms of blades

- | | | | | |
|--|--|--|---------------------------------------|---|
| <input type="checkbox"/> window enclosures | <input type="checkbox"/> window frames | <input type="checkbox"/> window sills | <input type="checkbox"/> screens | <input type="checkbox"/> blinds |
| <input type="checkbox"/> baseboards (all) | <input type="checkbox"/> switch covers | <input type="checkbox"/> outlet covers | <input type="checkbox"/> cable covers | <input type="checkbox"/> air grills / vents |
| <input type="checkbox"/> doorbell chimes | <input type="checkbox"/> smoke detectors | <input type="checkbox"/> co2 detectors | <input type="checkbox"/> thermostats | <input type="checkbox"/> alarm boxes |

ITEMS THAT MUST BE REPLACED

- all burned-out or missing LIGHT BULBS - with appropriate wattage and type for fixture (including appliances)
- all STOVE DRIP PANS - if they cannot be cleaned to appear like new
- A/C FILTER - must be new and properly installed
- REFRIGERATOR WATER FILTER (WHERE EQUIPPED) - must be new and properly installed
- all missing or dead BATTERIES - programmable thermostat, smoke detectors, CO2 detectors, etc...
- all missing DRAIN STOPPERS
- all missing GARBAGE DISPOSAL TOOLS
- all missing BATHROOM DOOR KEYS (one per bathroom)
- all broken or missing LIGHT SWITCH, CABLE, OR ELECTRICAL OUTLET PLATES
- all broken or missing DOOR STOPS (including TIPS)
- all discolored, broken, or missing TOILET SEATS AND LIDS
- all missing or moldy CAULK OR GROUT

FINAL CLOSEOUT PROCEDURES

- remove all excess trash from property – DO NOT leave trash in unit's trash can (you will be billed for removal)
- remove all cleaning supplies and personal property
- close and lock all windows and doors
- turn off all lights and appliances, including the heating and air conditioning unit
- turn off all water faucets and spigots, inside and out
- turn in all remote controls (garage door opener, ceiling fans, alarm systems, etc...)
- turn in original receipts for professional carpet and drape cleaning
- turn in all keys to the property, including garage door and storage buildings (if provided)

WARNING:

Do not use liquid bleach to clean walls, countertops, etc... Even in a diluted form, liquid bleach can permanently stain surfaces and damage flooring.