

Move-Out Cleaning and Repair Checklist

ADDRESS: _____

Refunds of Security Deposits are subject to cleaning and/or repairs needed beyond normal wear and tear on the home. John L. Scott Property Management’s definition of clean and wear and tear is final.

Please use the following list to ensure that your rental home is sufficiently clean before turning your keys in. We are glad to help with suggestions for cleaning or to clarify any items on this list, just give us a call! (503)-588-7069 9AM-5PM Mon.-Fri.

<p><u>Every Room:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Indoor windows, plus sills and window tracks. <input type="checkbox"/> Outdoor Windows, if noticeably dirty and accessible. (1st floor only.) <input type="checkbox"/> Baseboards. <input type="checkbox"/> Light Fixtures. <input type="checkbox"/> Floors. (Swept and mopped if applicable, professionally cleaned if carpeted.) <input type="checkbox"/> Outlet/Switch plate covers must be clean. If any are cracked or missing, they must be replaced with like covers. <input type="checkbox"/> Remove any/all Cobwebs. <input type="checkbox"/> Dust window coverings, clean them if stained. <input type="checkbox"/> Wipe down doors, handles, and door frames. <input type="checkbox"/> Replace broken/burnt out light bulbs. (Including appliance bulbs. Do not exceed 60 watts.) <input type="checkbox"/> Remove hooks, nails, ceiling hooks, etc. (If you cannot remove a particular item, that is ok! Please leave holes and wall anchors as is.) 	<p><u>Kitchen: (Same as Every Room, plus...)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Deep clean ALL appliances. (Including, but not limited to, stove, range and under burners, range hood fan and vent cover, microwave, dishwasher, refrigerator, etc.) <input type="checkbox"/> Sink, faucet, and cabinet space below sink. <input type="checkbox"/> Areas of wall and floor behind the stove and refrigerator, including the top of the refrigerator. <input type="checkbox"/> Cupboards, inside and out. <input type="checkbox"/> Replace drip pans on stove with <u>correct</u> pans. (If pans have never been used, you may skip this step.) <input type="checkbox"/> Ensure your Garbage Disposal is working, if applicable. (Running ice cubes in the disposal is a good way to test.) <input type="checkbox"/> Pantry and shelves.
<p><u>Bathrooms: (Same as Every Room, plus...)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean and sanitize tub and/or shower, plus surround, shower door tracks, doors, etc. (Soap Scum must be removed as well.) <input type="checkbox"/> Clean and sanitize Toilet. <input type="checkbox"/> Clean and sanitize Sink. <input type="checkbox"/> Cabinets, inside and outside. <input type="checkbox"/> Towel Bars/Holder/Bath Organizers. <input type="checkbox"/> Dust exhaust fan vent cover. 	<p><u>Garage/Laundry/Utility Room: (Same as Every Room, plus...)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Floors swept. <input type="checkbox"/> All personal items removed. <input type="checkbox"/> Washer/Dryer empty and cleaned. <input type="checkbox"/> Remove any flooring stains. <input type="checkbox"/> If garage has a keypad, remote, or both, make sure all are working and have good batteries.

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<p>Miscellaneous:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front/Back porches and patios must be swept and cleared of trash and personal items. Cobwebs removed from exterior of home. <input type="checkbox"/> Garbage area swept and cleaned, all garbage removed from the property. <input type="checkbox"/> Outdoor light fixtures clear of cobwebs and dirt. <input type="checkbox"/> If there is an excess accumulation of dirt on the exterior of the home, it must be washed off. <input type="checkbox"/> All personal items must be removed from the home. <input type="checkbox"/> If the home has an extra storage room/shed/etc, it must be empty of personal items and cleaned. <input type="checkbox"/> Return all keys/remotes given to you at move-in. 	<p>Yard Work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flower beds must be clear of all weeds/dead foliage. <input type="checkbox"/> Yard must be groomed, cut, and free of weeds/moss. <input type="checkbox"/> Trees/shrubs should be in well-maintained condition. (Not overgrown, damaged, dead, etc.) <input type="checkbox"/> Remove any personal décor, flower pots, planters, etc.
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Most importantly: Make sure all smoke alarms and carbon monoxide alarms are up and working! If you test your alarms and notice that one is not working, replace the battery. If the alarm still is not working, notify us immediately so that we can replace it.

Some items to keep in mind:

-Professional cleaning is expensive, typically \$19.00/hr. or higher. Please take care when cleaning the home. You may call us to schedule a pre-move-out inspection after you are done cleaning, and we can review the home with you.

-Contact your utility companies and let them know your move-out date. You will be responsible for utilities through midnight of your move-out day. Be sure all final utility bills are paid.

-If you use a professional carpet cleaner, home cleaner, or contractor for repairs, please provide us with the original receipts for services done. That way, if there are discrepancies or any items were missed, we can contact these companies to help. It also works as proof that the service was completed. Please do not try to remove stains with household cleaners. Many cleaners can react adversely with the carpet and cause permanent stains and/or bleaching, which would result in more work or replacement of carpets.

-If it is more convenient, leave it to us to schedule your carpet cleaning. We work with professionals who are trained with the best techniques and have the best technology, and we also typically get a lower

rate through them. We can also provide you with contact information for professional vendors that we would recommend if you need them.