

Moving Out Check List

To be eligible for a full security deposit refund observe the following:

- GARBAGE:** Remove all garbage including bottles, papers, etc.
- STOVE:** Clean the stove completely:
- move the stove out to clean the back and sides, walls and floors;
 - remove burners, rings and drip pans for cleaning;
 - clean the space underneath, as well;
 - clean the oven including broiler pans and racks;
 - clean range hood and fan.
- REFRIGERATOR:** Clean the fridge completely inside and out:
- move the fridge out to clean back and sides, walls and floors;
 - defrost and dry;
 - unplug and leave the door slightly open at the time of vacating.
- KITCHEN:** Clean counters and sink; pay particular attention to the cupboards.
- WINDOWS:** Clean inside as well as outside, where possible.
Clean between the panes.
- WALLS/DOORS:** Clean and wash all walls, paying particular attention to the walls behind the fridge and stove, doors and around switch plates.
- RUGS:** Keep rug clean and leave in a shampooed condition, if necessary.
- BATHROOM:** Clean shower doors, runners, as well as curtains.
Leave all fixtures clean: toilet, tub, basin, medicine cabinet, cupboards, mirrors, lights, fan, etc.
Ensure all sink, tum & drains are de-clogged of hair & grime
- FLOORS:** Sweep and wash all floors including the area beneath the fridge and stove, and moving furniture where necessary.
Clean and vacuum all heat registers & cold air return registers.
Wash all baseboards.
- CLOSETS:** Clean all closets completely: walls, floors, shelves.
- LIGHT FIXTURES:** Clean all fixtures inside and out.
Replace all burnt-out bulbs with led 5000K bulbs (ie pure white – not yellow).
- FURNITURE:** Wash or vacuum all furnishings supplied.
- CONDITION REPORT:** Consult the condition report you should have filled out at the beginning of your tenancy to check for damages which are beyond ordinary wear and tear and which might be your responsibility: chips and marks on fixtures, counters, cupboards, etc.
- VACATING:** Arrange for an inspection by the landlord/agent/caretaker, together with you, when you are ready to turn in your keys.
Date and complete the move-out portion of your Condition of Premises check-list during the inspection.
Provide your own impartial witness if the landlord or his representative is not available to inspect.
Sign the completed check-list together with the witnesses.
Check that you are signing only a statement about the condition of the premises and not a claim against your security deposit.
Leave your forwarding address.
- DAMAGES:** Any damage to the property will be charged against your security deposit. This includes, but is not limited to: excessive nail holes; holes in the walls or doors; tape being used on the walls and peeling the paint/paper off; burns or stains on the carpet; broken fixtures or windows; damage to ceiling, ceiling tiles, carpet, linoleum and appliances