



## RENTAL MOVE OUT CHECKLIST

PAPERWORK		
1	Termination Form Submitted	
2	All Rent / Fees / Charges Paid	
3	Forwarding Address Provided to Porter Realty, Inc.	
4	Keys Turned in to Porter Realty, Inc. & Garage Door Openers left on Kitchen Counter	
5	Receipt For Professional Carpet Cleaning Submitted	
CLEANING		
1	<b>PERSONAL ITEMS</b>	ALL items removed from unit, balcony, storage, etc
2	<b>CARPETS</b>	Have cleaned by a PROFESSIONAL carpet cleaning company
3	<b>LIGHT FIXTURES</b>	Clean fixtures and replace burned out bulbs
4	<b>BASEBOARDS &amp; WALL HEATERS</b>	Vacuum and clean
5	<b>DOORS</b>	Wash all doors inside and out (closets, bedroom, bath and main)
6	<b>WALLS</b>	Wash all walls
7	<b>LIGHT SWITCH COVERS</b>	Clean
8	<b>SHELVES</b>	Clean all closet and cabinet shelves in bedrooms, bathrooms, and kitchen
9	<b>APPLIANCES</b>	Clean all kitchen appliances inside, outside, underneath, and behind (range, range hood vent, refrigerator, dishwasher, microwave, etc)
10	<b>BATHROOM FIXTURES</b>	Clean sink, toilet, tub faucets, mirrors, etc.
11	<b>CURTAINS / BLINDS</b>	Clean and/or replace curtains/blinds
12	<b>WINDOWS</b>	Clean all windows inside and out and lock all windows
13	<b>FLOORS</b>	Clean all vinyl / hardwood including the corners and under appliances
14	<b>WINDOW SCREENS</b>	Make sure ALL windows have screens, repair damaged screens
15	<b>NAILS</b>	Remove from walls, but DO NOT fill in holes
16	<b>HARD WATER STAINS</b>	Use pumice stone to remove all hard water stains from sinks, tubs, & toilets