



Since 1985

## MOVE-OUT CHECK LIST

*PLEASE COMPLY WITH THE INSTRUCTIONS BELOW.*

This list will be used by **Meridian Property Management** to inspect your unit after you have moved out to determine what charges, if any will be deducted from your security deposit. All keys must be turned into us before the last day. Per your Notice to Vacate so an inspection can be made in anticipation of a new move in. The rental property must be cleaned out of all personal items. If there's a yard, be sure it's been mowed prior to move out.

### **Please Use These Guidelines While Preparing The Rental For Inspection**

- \_\_\_ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- \_\_\_ All window coverings must be straightened, washed, cleaned and dusted or replaced.
- \_\_\_ All bathrooms and kitchens must be thoroughly caulked and cleaned including behind commode.
- \_\_\_ Fireplaces must be cleaned out and dust free.
- \_\_\_ Patios, balconies and storage closets must be swept and free from debris and trash.
- \_\_\_ Appliances must be thoroughly cleaned, washed and sanitized including drip pans and knobs.
- \_\_\_ Light and plug switches must be replaced if cracked or stained.
- \_\_\_ At least 60-watt bulbs in all fixtures in working order.
- \_\_\_ Bath lights at 60 watts and all the same style bulb in place.
- \_\_\_ At least one window per room must work and blind left down and in the open position.
- \_\_\_ Make sure furnace filter is clean.
- \_\_\_ All light covers must be cleaned Ceiling fan blades must be cleaned and dusted, both sides.
- \_\_\_ The top of the refrigerator and stove must be spotless.
- \_\_\_ No stains should remain in the frig or on porcelain in the bath? Get porcelain white out/bleach.
- \_\_\_ Baseboards must be washed and free of dirt and dust.
- \_\_\_ Lawn, garden and hedges must be trimmed and cut and cleaned thoroughly. **IF IT'S IN YOUR LEASE.**
- \_\_\_ All dead bugs must be removed and please flea bomb if you've had a pet
- \_\_\_ All vinyl floors need to be mopped and cleaned under cabinets? Don't wax over dirt.
- \_\_\_ All pilot lights should be on or gas turned off to fixture.
- \_\_\_ Sinks to be cleaned (bleach if necessary), and garbage disposal tested and free from blockage.
- \_\_\_ All mirrors and windows should be cleaned inside and out.
- \_\_\_ Fill in any nail holes with matching color. **IF YOU TOUCH UP PAINT MAKE SURE THE PAINT WILL MATCH. IF YOU PAINT & IT DOES NOT MATCH, YOU WILL BE CHARGED FOR UNNECESSARY PAINTING.**
- \_\_\_ Clean doors and door frames around them? Such as fingerprints, dust etc.

**Meridian Property Management** appreciates your fine tenancy and would be happy to help you in the future with your housing needs. Your deposit and a move out statement will be promptly forwarded to the address you have provided to us within the time allowed by law. If you have any questions, please call our office. Thank you again for your tenancy with Meridian Property Management. 714-836-1968