

JOHNSON & GLAZEBROOK, INC.

Property Management Company
Move-Out Cleaning Checklist

****CARPETS MUST BE PROFESSIONALLY CLEANED TO THE FULL SATISFACTION OF THE MANAGEMENT**

COMPANY AND/OR OWNER AND A RECEIPT MUST BE PROVIDED. IF NOT ACCEPTABLE, IT WILL BE REORDERED **

ENTRANCE & HALLWAY

- Walls
- Floors
- Hall Closet
- Linen Closet
- Ceiling/Light Fixtures

LIVING & DINING ROOM

- Walls
- Floors
- Patio Door
- Chandelier/Light Fixtures
- Windows-Locked & Clean

KITCHEN/BREAKFAST NOOK

- Walls
- Floors
- Windows-Locked & Clean
- Stove/Cooktop/Oven -
(Stovetops need opened & cleaned underneath)
- Range Hood/ Microwave
- Refrigerator - In & Out/Underneath
- Dishwasher - In & Out /Underneath
- Sink
- Cabinets-In/Out(Wood cleaner used/Doors left open)
- Drawers-In/Out(Wood cleaner used/Leave Drawer Open)
- Counters
- Exterior of Appliances (Windex/Clean)

EXTERIOR YARD MAINTENANCE

- Beds Weeded/Bushes & Trees Trimmed
- Leaves Removed
- Gutters Cleaned
- Grass Cut

BATHROOM(S)

- Walls
- Floors
- Windows -Locked & Clean
- Doors
- Tubs/Shower (Use bleach for mildew)
- Toilets
- Sinks
- Cabinets-In/Out (Wood cleaner used)
- Mirrors -(Windex/Clean)

MISCELLANEOUS

- Smoke Alarms Operating Properly
- HVAC Registers/Vents
- Change HVAC Filters
- Fireplace/Chimney Cleaned
- Vacuum all rooms/closets, etc.
- Light Fixtures
- Windows/Glass Doors-Locked & Clean
- Baseboards/ Window sills dusted
- Doors
- Trim
- Cobwebs in Ceilings
- Light Bulbs - All Functioning/Replaced
- Washer/Dryer
- Check & Clean Dryer Vent

BEDROOMS

- Walls & Doors
- Floors
- Windows-Locked & Clean
- Closets

BE SURE HOME IS LOCKED & SECURED

ALL TRASH/DEBRIS/PERSONAL PROPERTY MUST BE REMOVED PRIOR TO MOVE-OUT INSPECTION OR IT WILL BE DISCARDED AT CONTRACTOR'S HOURLY RATE