

RE/MAX Home and Land Property Management

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MOVE-OUT GUIDELINES

THANK YOU for your cooperation in cleaning this property – we hope you have enjoyed living here.

REMEMBER: Property must be **empty** and **clean** prior to final inspection. If you are responsible for lawn care, the lawn needs to be picked up and mowed until the end of your lease, **regardless** if you are out of town. All keys to property are to be turned in at final inspection, and garage remotes (if applicable) left on the kitchen counter.

PLEASE NOTE: All items below must be cleaned completely and ready for final inspection. If for any reason the property is not cleaned to the same, or better condition you received the property, then you may be charged for a professional cleaner to do the work. You will not have the time to bring the property to an acceptable level of cleanliness once the inspection is taking place – so make sure you clean PRIOR to the inspection. If you are not ready for your scheduled final inspection, a re-inspection fee will be assessed at a rate of \$100.⁰⁰. So plan ahead and be ready.

Make sure you are using the appropriate cleaners for the jobs – do not use just one multi-purpose cleaner for everything – it may damage some surfaces – if in doubt – ASK!

Items you may be charged for include batteries, filters, lightbulbs, and drip pans.

All walls should have nails left in place or be free of holes – if you choose to fill the holes, please apply a small amount of spackle in the hole and wipe the wall clean of excess spackle. No spackle residue should be left on the wall or you could be charged for any removal of spackle needed or painting.

- General Cleaning
 - Wipe down all baseboard moldings, windowsills and tops of doors
 - Wipe down all heaters, cooling and air circulation vents
 - Wipe down all railings
 - Wipe down all drapery rods and/or blinds
 - Have drapes professionally dry-cleaned (if applicable)
NOTE: Receipt required from dry-cleaners to verify
 - Make sure all light fixtures have working light bulbs and replace any burnt out lightbulbs.
 - Make sure all smoke detectors and carbon monoxide detectors are in place and working. Replace batteries as needed.
 - Have carpets professionally cleaned (**if you have pets, please notify the carpet cleaning company**)
NOTE: Receipt required from cleaners to verify. The receipt must show that the service has been paid for and include the property address. *NO DO-IT-YOURSELF RUG DOCTORS
 - Note: If you do not have the carpets professionally cleaned, we will have the carpets professionally cleaned and the amount charged will be held from your security deposit
 - Replace filters to furnace and a/c unit (if applicable)

- Clean out fireplace (if applicable)
- Be sure to leave any user manuals on kitchen counter
- Be sure to leave garage remotes (if applicable) on kitchen counter
- Remove all garbage, rubbish and debris from property (garbage can to curb)
- Reach out to Pullman Disposal to cancel trash/recycling service (if applicable)
- If you have altered the property in any way, it must be restored to its original condition or you may be charged to have it restored to the condition it was in at your move in
- **You are responsible for all applicable utilities through the last day of your lease. Please contact the utility companies directly to turn off the service.**
- Heating/Cooling Systems:
 - Turn off the AC or central air, if applicable when you move-out.
 - Leave the heat set to a minimum of 60 degrees in the wintertime.
- Bathrooms
 - Clean inside and outside of all fixtures
 - Sink – Scour and remove cleaning product residue; shine; remove mineral deposits around faucet, handles, and drain and remove any hair in drain.
 - Tub/Shower – Scour the inside area; wipe down outside area; remove mineral deposits around faucet, handles, and drain and remove any hair in drain.
 - Clean glass shower door, if applicable
 - Remove shower curtain and dispose of in garbage.
 - Toilet – Scour inside of toilet bowl; wipe down the entire outside of tank, bowl, seat, and base.
 - Clean bathroom mirrors and fan vent cover
 - Clean all counters
 - Thoroughly wipe out the inside of medicine cabinet
 - Thoroughly wipe out the inside of cabinets and storage closets
 - Thoroughly wipe down the outside of drawers and cabinets
 - Clean out all overhead and wall light fixtures. Replace all burnt out lightbulbs **(you may be charged for lightbulbs)**
 - Wipe down walls, switches and outlet covers
 - Sweep and mop floor
- Bedrooms
 - Clean out and wipe down all closets and built-in storage closets
 - Clean out and wipe down overhead or wall light fixtures. Replace all burnt out lightbulbs
 - Wipe down walls, switch plates, outlet covers, windows and windowsills
 - Sweep or vacuum and mop floor
 - Replace batteries in smoke detectors as needed **(you may be charged for batteries)**
- Garage / Carport
 - Use broom to remove cobwebs on all areas
 - Sweep floor
 - Clean up any oil residue (approved enzyme cleaner only)
 - Replace all burnt out lightbulbs.
- Kitchen
 - Refrigerator / Freezer
 - Defrost thoroughly and wipe down (including shelves, door compartments, bins and drawers)
 - **KEEP REFRIGERATOR ON AT LOW TEMPERATURE WITH DOOR CLOSED – DO NOT TURN OFF.**

- Wipe down door seal
- Pull out and clean behind (including wall, coils and floor)
- Wipe down handles, front, sides and top
- Replace lightbulb if needed
- Oven
 - IF SELF-CLEANING DO NOT use an oven cleaner – follow self-clean instructions. If oven cleaner is used for the NON self-cleaning oven be sure to wipe all cleaner thoroughly and make sure residue is gone (let dry completely to see residue)
 - Oven racks can be cleaned by spraying them heavily with oven cleaner and let sit for several hours – rinse thoroughly to make sure all residue is gone
 - Wipe down all knobs, handles, front and sides
- Cooktop
 - **Replace drip pans with new ones as they were new at your move in.** Drip pans must be the correct size; burners should sit flat. If they are unique, please just clean and we will get new ones (this will be taken out of your security deposit).
 - Wipe down under drip pans or clean glass cooktop
 - Wipe down all knobs and handles
- Hood
 - Remove vent filter and clean. Clean by soaking in hot soapy water, running through the dishwasher, or buying new one(s).
 - Wipe down the top, outsides and inside to remove built-up grease.
 - Replace lightbulb if needed.
- Sink - Scour and remove cleaning product residue; shine; remove mineral deposits around faucet, handles, and drain
- Dishwasher
 - Wipe down the outside of door, handles, knobs, and any visible side
 - Wipe down inside of unit and around door seal.
 - Run a water only load
 - Clean floor area below
 - Clean filter in dishwasher
- Garbage Disposal – run one last time with a full tray of ice cubes (be sure you run cold water during and for 20 seconds after you run disposal)
- Thoroughly wipe out and vacuum the insides of drawers, cabinets and pantries (special attention to shelves and under sink cabinet)
- Clean out and wipe down overhead or wall light fixtures. Replace all burnt out lightbulbs.
- Wipe down walls, switches and outlet covers
- Sweep and mop floor
- Laundry / Utility Area
 - Pull out washer and dryer and wipe down behind (wall, floor and back)
 - Wipe down the top, front and sides of both washer and dryer
 - Wipe down the area just inside lid of washer, interior edge and soap dispenser
 - Run washer on a large load (full tub) with ¼ cup detergent on short cycle
 - Wipe down any remaining water
 - Leave lid open
 - Remove lint from dryer vent
 - Thoroughly wipe out the inside of cabinets and storage closet

- Thoroughly wipe down the outside of drawers, cabinets, and storage closet
- Clean out all overhead and wall light fixtures. Replace all burnt out lightbulbs
- Wipe down walls, switches and outlet covers
- Sweep and mop floor
- Living room / Dining room
 - Clean out and wipe down all closets and built-in storage closets
 - Clean out and wipe down overhead or wall light fixtures. Replace all burnt out lightbulbs
 - Wipe down walls, switches and outlet covers
 - Sweep or vacuum and mop floor
- Lawn Care & Outdoor Area
 - All items, garbage and furniture outside on your property, need to be removed before your final walk-through.
 - If you are responsible for lawn care at the property, you are required to maintain and mow the lawn until the end of your lease.
 - Even if you are not living at the property until the end of your lease, lawn care is still your responsibility.
 - If you know you will not be present to maintain and mow the lawn, you can let us know. We can hire someone to maintain and mow the lawn until the end of your lease and subtract it from your security deposit.
 - Be sure lawn and flower beds are mowed, weeded, raked and watered.
 - Leave the sprinklers on as we do not want the grass to die during the summertime. In the winter, the sprinklers will be turned off at the street.
- Pets/Service Animals (if applicable)
 - If possible, move the pet out and then go back to clean afterwards. This will allow the property to stay clean without the pet being there.
 - Please vacuum and then vacuum again. Pet hair settles after originally cleaning so you may want to vacuum a second time.
 - Wipe down all surfaces, let everything settle and then do one final wipe down of the flat surfaces prior to the move-out walkthrough.
 - When getting the carpets cleaned, ask them to deodorize the carpet and use enzyme cleaners, if available.
 - Wipe down all walls to ensure that no pet hair or residue is on the walls.
 - Wipe down all baseboards to ensure that all hair has been removed.
 - Check all vents to make sure that hair has been cleaned out.
 - Please fix any landscaping issues that could have been caused by pets. This includes any holes that were dug up or patches of dead grass.
 - While in the yard, please make sure that all animal feces are cleaned up. We want to ensure the new tenant has the best experience possible and does not have to worry about this when they move in.
 - Clean up any remnants from toys in the yard.

Anything around or in the property will be inspected. Property must be left in as good as or better condition than when you moved in.

Thank you for renting with RE/MAX Home and Land Property Management.