

## Checklist for Residents Moving Out

We have enjoyed having you as a resident and thank you in advance for your help in maintaining and leaving a clean apartment. After you have removed your belongings and have moved out you should return your keys to the manager. We would appreciate you being present for the final inspection. If the apartment is found to be in satisfactory condition, your security deposit (less any amounts owed for rent or utilities) will be forwarded to you at your new address within twenty-one (21) days as required by law. If you have any questions, please call the management office at (608) 222-1981.

### KITCHEN:

1. Thoroughly clean and if applicable, wax the floor.
2. Wipe the floor baseboards clean.
3. Empty and clean all cupboards, inside and out.
4. Clear and clean countertops and sink areas. Remove any lime deposits.
5. Check your disposal to be sure it is clear of any food and is working properly.
6. Empty your refrigerator and freezer. Clean, defrost, if applicable, remove water from tray under freezing compartment. Turn it off, unscrew the light and prop the door open. Empty ice trays and leave them in the freezer compartment.
7. Clean range and hood. Clean broiler pan and place it in the oven. Clean drip pans.
8. Clean behind all appliances.

### LIVING ROOM:

1. Vacuum carpets. Professionally clean them if dirty beyond normal wear and tear.
2. Dust and clean furniture (if applicable).
3. Clean light fixtures, outlet and switch plate covers. Check that all light fixtures are operational.
4. If furnished, make sure drapes, blinds and/or shades are in clean condition and hung properly.
5. Clean window sills and windows.
6. Clean walls if necessary and wipe down woodwork.

### BEDROOM(S):

1. Vacuum carpet and professionally clean if necessary.
2. Clean walls if necessary and woodwork.
3. Clean shelves in closets and remove marks.
4. Clean windows and window sills.
5. If furnished apartment, clean and dust furniture.
6. Check that lights are in operating condition. Clean fixtures, outlet and switch plates.

### HALL:

1. Vacuum carpet and professionally clean, if necessary.
2. Clean walls and woodwork.
3. Clean shelves in closets and remove marks.
4. Clean windows and window sills.
5. Check that lights are in operating condition. Clean fixtures, outlet and switch plate covers.

### BATHROOM(S):

1. Clean floor.
2. Wipe tile and floor baseboards clean.
3. Clean bathtub, sink and toilet. Check that fixtures are in good operating condition.
4. Clean and empty medicine/vanity cabinets. Tighten mirror knobs and vanity cupboards and drawers.

### MISCELLANEOUS:

1. Clean out storage bins and/or garages.
2. Call utility companies and inform them you are moving. Please remember, you are responsible for utility payments through the end of the lease period. (Obtain receipt for last month's payment from any municipally owned utility companies.) Inform management of any needed repairs.