

## Renter's Move-Out Check-List

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We prefer returning the security deposit instead of making arrangements to complete this list for you at your expense. All items below must be performed to professional standards to reduce charges against your security deposit.

- [ ] **Give notice and pay the last month's rent as usual.** You will need to give proper notice of at least one rental period (see your lease) and pay the rent. Your last rent payment is **not** your Security Deposit.
- [ ] 1. **Make a shopping list:** As a start, you will need to buy or have the following: a chair or step-ladder, 60 Watt bulbs, 9V batteries, dust wand, trash bags, cleaning gloves, rake, mop, broom, dust pan, several scrub sponges, a small bucket or two, paper towels, dust rags, soap or dish detergent, tile and grout cleaner, glass cleaner, Liquid Gold or equivalent wood cleaner, matching wood scratch cover, oven cleaner (but not for self-cleaning ovens).
- [ ] 2. **Carpet & Floors:** Arrange for guaranteed professional carpet cleaning and give us a copy of the receipt, or let us make arrangements for you. Our regular professionals give us a discount and a guarantee - but not miracles. (Often, this cost is nearly the same as renting a machine and buying chemicals with inadequate soap extraction and results, and it saves you time.) Also, mop vinyl or wood flooring and splashboards.
- [ ] 3. **Stove & hood:** Clean stove completely: tops, rings, drip pans, and all grease and drips beneath the burners. Oven must be clean (if self-cleaning, you may use this feature to assist you). All crumbs and grease and/or burned on residue must be removed from the shelves and oven walls. Hood must be cleaned of all grease inside and outside. **DO NOT USE OVEN CLEANER ON ANY PAINTED SURFACES.**
- [ ] 4. **Refrigerator:** Clean inside, sides, top and doors of the refrigerator and freezer. Defrost (if not frost-free) and clean up all excess water. Pull out refrigerator from wall and clean floor beneath it.
- [ ] 5. **Dishwasher:** Clean interior door and walls and remove all dishes. Run one last washing cycle while empty.
- [ ] 6. **Sink and Disposal:** Clean sink and counter, and clear disposal of all food particles and debris.
- [ ] 7. **Cabinets:** Wash inside and outside of all kitchen and bathroom cabinets, drawers and doors. Wipe crumbs out.
- [ ] 8. **Bathrooms:** Clean and wash all fixtures: bathtub, tile, grout, toilet, sink and shower stalls. Clean bathroom floors and walls with special emphasis in cleaning around the base of toilet. Wipe out vanities and medicine cabinets.
- [ ] 9. **Walls: DO NOT PAINT OR SPACKLE** or fill holes or make repairs without written permission. Pull nails and clean all walls of fingerprints, markings, grime, and/or crayon markings. Cleaning, pulling nails, fixing poor spackling and repairs, as well as necessary related repairs and repainting will be done at your expense.
- [ ] 10. **Woodwork & Windows:** including doors, trim, and window sills: Clean all painted woodwork. Stained wood should be cleaned with Liquid Gold or equivalent. Wash windows inside, clean the frames, sills and tracks.
- [ ] 11. **Draperies & Rods:** If you have occupied the unit for more than 2 years and the drapes have not been cleaned, you must dry-clean them prior to leaving the unit and reinstall onto rods. Missing drapes, rods damaged or needing restrung as a result of abuse will be chargeable to tenant.
- [ ] 12. **Garage, Carport, Yard:** Garage floor must be swept and all trash and garbage removed. Items left to pick up will cause expense to you. Grass and yard must be in good condition, watered, mowed, trimmed, and free of debris
- [ ] 13. **Screens:** Damaged or missing screens are chargeable to you.
- [ ] 14. **Miscellaneous:** Anything abandoned or left on the property will cause expense to you. Clear garage, yard, storage room, crawlspace, interior and exterior of all your furnishings, belongings and trash. Check all closets, cabinets and rooms for remaining items. Arrange to have excess trash hauled by a third party, usually the city.
- [ ] 15. **Smoke Alarms:** Make sure smoke alarm is in place and working, missing batteries are chargeable to you.
- [ ] 16. **Light Fixtures and ceiling fans:** Clean all fixtures, shades and blades, and replace burned-out bulbs (60W only).
- [ ] 17. **Leaving:** Set furnace thermostats at 60 degrees, AC at 80 degrees. Put all screens into place. Close drapes and blinds, and lock all windows and exterior doors. **Pay your utilities after before the next 25<sup>th</sup> of the month to prevent deduction from your security deposit.**
- [ ] 18. **Keys:** Take all keys, garage door openers and the carpet cleaning receipt to Alert Realty. If after hours, use mail drop slot and contact us by phone. Without receipt of keys, there is no notice that you have moved and you will liable for continued rent.

**Thank you for renting with Alert Realty**