



MOVE OUT PROCEDURE & CLEANING CHECKLIST

Dear Tenant(s), We understand that personal circumstances often result in having to move & we hope this letter provides important information to help make your move-out process as smooth as possible. We have every intention of returning your security deposit in full so long as you fulfill the terms of your lease agreement. Tenants often move out of rental homes without considering the potential expenses that could be deducted from their security deposits, only to be unpleasantly surprised to see what those add up to once their security deposit is processed. To ensure a maximum Security Deposit return, please pay close attention to this letter & checklists.

- ☐ **Your lease expires at 12pm on the Lease Term end date** on your Lease Agreement.
- ☐ **You, your belongings & any rubbish must be completely moved out of the Premises (& all cleaning finished) no later than 12pm on that day.** It is unlawful to reside in the Property beyond your Lease Termination Date & time. You'll be charged for any/all repairs & cleaning that are not completed by this time
- ☐ **Please notify us via email at rent@taylorrealtygroup.net once you have completed your move.**
- ☐ **Unit keys, mailbox keys, access cards & any garage remotes should be left on the kitchen counter.** Please lock all doors (excluding front storm door if applicable) upon your final departure.
- ☐ **Utilities must remain on and in Tenant's name though the Lease end date.** (More Utility guidelines are provided at the end of this letter)
- ☐ **Forwarding Address:** The first person listed on the Lease MUST SUBMIT A FORWARDING ADDRESS to Taylor Realty Group in writing prior to the end of your Lease Term. Forwarding addresses can be emailed to rent@taylorrealtygroup.net.

NOTE: Deposit Refunds. After you have vacated the Premises it will be inspected and photographed for compliance with your Lease Agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. Only one deposit refund check will be issued per Lease. The check will be made payable to ALL TENANTS listed on the Lease. Checks will be mailed within 60 days from your move out and include a list of any charges deducted.

Timing & Logistics It is impossible to clean a year's worth (or more) of living the day before move-out. Please take the time to make any necessary repairs to your unit and thoroughly clean the Premises during the weeks leading up to your Lease expiration. Also, be mindful of the busy times of year for moving. During peak months, moving companies, U-Hauls and the like must be secured months in advance. Please consider this when making your moving arrangements.

Trash / Refuse All trash and belongings must be removed from the Premises which also includes attics, crawlspaces, shed(s), storage closets, patio(s), garage, etc. No furniture, food or garbage should be left in the Premises, sidewalk or yard. You will be charged for any items including furniture and household trash left anywhere on the Premises, including the sidewalk

- ☐ Plan ahead! Use City trash days during the weeks leading up to your move to properly dispose of all rubbish
- ☐ Landlord does not pay for rubbish removal & it's likely that your move out date will not coincide with the city's normal trash schedule.
- ☐ You'll be held responsible for any costs associated with rubbish removal & any trash violations relating to refuse left behind on your move-out day.



CLEANING & PROPERTY CONDITION EXPECTATIONS

We strive to provide tenants with properties in near perfect condition upon move-in. As indicated in your lease, our expectation is for you to return the property to us in the same condition. Exceptions that fall under normal wear and tear only go so far, and do not include burned out or missing lightbulbs, dirty floors, walls, doors, or baseboards, etc.

For your reference, the property condition report you provided to us upon move in can be found and downloaded by logging into your tenant portal at www.taylorrealtygroup.net/lease

The following cleaning requirements must be accomplished before vacating & the property should be left thoroughly cleaned. Consider using this checklist to ensure you've covered all of your responsibilities by checking off each item as you complete it. Whether you do the cleaning yourself or hire a professional, each item must be completed upon vacating. Every item will be examined for completion when we inspect your unit after move out.

NOTE: Failure to clean the home will result in a cleaning fee based on the overall condition and size of the home. Failure to follow these guidelines can result in charges typically ranging from \$150 - \$650.

Entire Dwelling

- ☐ Remove all your belongings.
- ☐ Repair any minor damage you caused. If substantial, hire a professional to repair it.
- ☐ Smoke Alarms must be operational. Replace batteries as necessary.
- ☐ Clean fireplace (if wood burning) and remove ashes and debris
- ☐ Repair any pet damage.
- ☐ All plumbing is to be free of blockages.
- ☐ Any pet odors must be removed/resolved. Failure to follow these guidelines can result in charges ranging typically from \$150 - \$2500.

Windows, Glass & Patio Doors

- ☐ Clean all window & door channels and frames thoroughly.
- ☐ Clean door screens and tracks
- ☐ Clean all interior window panes & glass doors and leave free from streaks and dirt.
- ☐ Clean any/all blinds.
- ☐ Clean window sills and curtain rods. Clean all drapes/valances etc.
- ☐ Ensure all window blinds, screens, and coverings (if provided) are in place, undamaged and operational.
- ☐ Tenant will be charged for blinds or screens that need to be replaced or are not operational.

NOTE: Failure to follow these guidelines can result in charges typically ranging from \$50 - \$300

Floors

- ☐ All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned and washed per manufacturer directions. All non carpeted floors must be cleaned, mopped, and free from dirt and grime.
- ☐ Per the lease, **carpets must be professionally cleaned after all your personal belongings have been removed.** We suggest contacting [Zero Rez](#) to schedule your carpet cleaning. A copy of your receipt must be turned into Taylor Realty group. If another company is used and the carpets are not cleaned to our standards, you risk the chance of having the carpets re-cleaned at your expense (deducted from security deposit).
- ☐ Tenant will be charged for carpet replacement if any damage beyond normal wear and tear such as tears, un-cleanable stains, large stains, and if pet odors are evident that were not evident at move in.
- ☐ Do not use bleach or ammonia based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use a damp mop when cleaning these types of floors.
- ☐ Vacuum all carpeting in preparation for professional carpet cleaning



Doors

- ☐ Clean front door (inside & outside).
- ☐ Both sides of all doors (including closet doors) must be cleaned and free of any grease, grime, crayon, marker, scuffs, and hairspray residue.
- ☐ Remove all unauthorized bedroom locking door knobs installed by Tenant(s).

NOTE: Failure to follow these guidelines can result in charges typically ranging from \$25 - \$100.

Light Fixtures / Ceiling Fans / Switch Plates & Outlet Covers

- ☐ Remove all globes on light fixtures and clean if needed. Replace broken globes.
- ☐ Ensure each light fixture has the correct type of bulb in it (i.e. Inset lights have flood light bulbs, dimming switches have dimmable bulbs, etc.) Be sure to use the correct wattage & ensure all lights are operational.
- ☐ Clean ceiling fan blades (both sides) as well as the mount on all ceiling fans.
- ☐ Often dust has gathered by the ceiling fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.
- ☐ Ensure all wall switch plates, switches & outlet covers are clean. They must be replaced if broken, stained or missing.

NOTE: Failure to follow these guidelines can result in charges typically ranging from \$25 - \$100.

Walls / Ceilings

- ☐ Wash & spot scrub all walls and ceilings as needed (except popcorn ceilings) to remove any marks, dirt, grease, food spillage or splatter, mold or grime. All crayon and furniture marks must be removed as well.
- ☐ Leave painted areas clean, free from stains, major scuffs, scrapes & holes and remove all nails, screws, staples etc you used to hang anything.
- ☐ Any holes larger than a nail hole and any other damage to drywall must be repaired professionally. If you touch up paint, make sure the paint will match. If the paint does not match, you will be charged for repainting the affected areas.
- ☐ Vacuum top of all baseboards
- ☐ Baseboards should be wiped clean of dust, dirt, scuffs, marks and pet hair. Magic Eraser can sometimes be helpful as well.

NOTE: Painted areas are assessed and charged on a room by room basis Failure to follow these guidelines can result in charges typically ranging from \$150 - \$1500.

HVAC Unit and Vents

- ☐ Remove any dust from ceilings and ceiling HVAC Vents
- ☐ Ensure any/all floor vents are clean
- ☐ Tenant's are required to replace furnace filter every 30 days during their Lease. Failure to replace filter can cause damage to HVAC system.
- ☐ Resident will be charged for any repair or cleaning needed to HVAC system due to failure to change filter.
- ☐ Leave home with thermostat heat set to at least 60 degrees. AC should be left off.

KITCHEN

Stove / Range / Range Hood / Bottom of Microwave Hood

Range Hood, Bottom of stove must be cleaned thoroughly! The entire surface area including the eyes and underneath the eyes, the vent hood, the oven and storage area should be clean and free from food, debris, and grease. The drip pans should be replaced if stained or damaged. The filter in the vent hood should be removed, washed, dried and put back in place. HINT: Put the filter in the dishwasher and run through a normal cycle.

NOTE: For Self-Cleaning Ovens, do not clean oven racks or other range accessories.. Do not use oven cleaner in self-cleaning ovens as it will damage the interior surface.

- ☐ Scrub all rims, ridges, and underside of hood to remove all grease splatter and grime.
- ☐ Clean Stove top range hood.
- ☐ Clean exhaust fan vent filter and light.
- ☐ Clean all metal parts of burners.
- ☐ Clean or replace stove burner drip pans if stained.
- ☐ Remove lower drawer and clean under the stove.
- ☐ Clean control knobs. Any broken knobs must be replaced.
- ☐ Wash and dry outside of stove.

Oven

- ☐ Clean inside of oven, oven racks (both sides), broiler pan, drawers. Soak in hot water to clean & dry well.
- ☐ Clean top and bottom edges of oven door.
- ☐ Remove all oven cleaner residue or self cleaner ash from interior of oven.
- ☐ Clean under elements.
- ☐ Pull free standing electric ranges away from the wall to clean the floor, wall, and sides of the range.

NOTE: Do not attempt to pull gas ranges away from the wall. Clean floor under gas ranges by removing the drawer.

Dishwasher

- ☐ Clean racks, baskets, rollers, gaskets, and door edges and walls as needed so they are free of food particles and soap film.
- ☐ Clean inside and outside of dishwasher. It should be empty, clean and free of mildew.

Refrigerator

- ☐ Remove all food from refrigerator.
- ☐ Unplug refrigerator while cleaning.
- ☐ Clean inside and outside thoroughly with a disinfectant cleanser and warm water.
- ☐ Clean both sides of the shelves and clean all compartments to remove any mildew, dirt or grime.
- ☐ Freezer must be defrosted and cleaned.
- ☐ Pull refrigerator away from wall and clean all exterior portions including the top.
- ☐ While appliance is pulled out, clean walls, sides of cabinets and sweep and mop floors thoroughly.

NOTE: Tenant will be charged a cleaning fee per appliance if not cleaned properly, typically ranging from \$25 - \$50 per appliance.

NOTE: Tenant will be charged for any repairs or full replacement of appliance if it cannot be repaired. Failure to follow these guidelines can result in charges typically ranging from \$25 - \$2000.

Cabinets and Drawers

- ☐ Shelves, drawers, turntables, etc must be completely free of food particles, grease, or sticky substances, dirt, dust or hair.
- ☐ Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried on foods, etc.
- ☐ Wash cupboards & cabinets inside and out.
- ☐ Wipe drawers with damp rag.
- ☐ Clean & disinfect all countertops.

Sink and Surrounding Areas

- ☐ Garbage disposal, if available, should be in proper working order and free of garbage or leftover food.
- ☐ Clean sink, drain & fixtures as needed.
- ☐ Clean all backsplash areas to remove grease, dirt, dried on food, dust, and cobwebs etc.
- ☐ Clean all countertop areas.
- ☐ Clean microwave inside and out. Clean any other appliances.

Bathroom(s)

- ☐ Scrub toilet with disinfectant cleanser. Remove all dirt and stains.
- ☐ Clean top of toilet tank, toilet lid, seat (both sides), bowl and base completely.
- ☐ Scrub toilet of all rust, lime, stains, scale inside and out.
- ☐ Clean sink, drain, and fixtures.
- ☐ Clean inside the medicine cabinet, shelves and both sides of doors (if applicable)
- ☐ Clean interior and exterior of cabinets and drawers.
- ☐ Clean out the bathroom drawers and vanity, making sure to get all dirt, debris and hair out.
- ☐ Replace all broken or missing bathroom towel racks and toilet paper holders.
- ☐ Clean all mirrors so they are clean, streak free & free of dirt.
- ☐ Clean all glass (i.e. Shower doors, mirrors, etc)
- ☐ Clean shower walls, bathtub interiors and shower doors to remove all dirt, soap build up, mold, and hair. Shower doors and frames must be completely clean.
- ☐ Sweep (or vacuum) and mop the floor.
- ☐ Clean baseboards.
- ☐ In bathrooms with exposed bulbs, remove bulbs (when cold), clean and replace w/the same type of bulb(s).
- ☐ Wash / Wipe down all walls and ceilings to remove any mold, grease or other particles.
- ☐ Clean light fixtures and replace any burned out light bulbs.
- ☐ Remove bathroom exhaust vent, clean, and replace.

Exterior

- ☐ Leave both front and backyards in well mowed/trimmed/edged condition.
- ☐ Remove all trash and debris from the yard.
- ☐ Trim (weed whack) around foundations, flowerbeds, shrubs, and fences.
- ☐ Edge around walkways, driveways and patios.
- ☐ Rake and remove any leaves and/or grass clippings.
- ☐ Remove weeds.
- ☐ Any animal waste is to be picked up and disposed of.
- ☐ Fill, level and seed any holes from pets and repair all other damage caused by pets.
- ☐ Trees and shrubs should be trimmed or pruned.
- ☐ Remove all personal belongings from the yard.
- ☐ Clean all exterior light fixtures and ensure light fixtures have working bulbs or fluorescent lights.
- ☐ Patios, balconies, sheds, and storage closets must be blown out or swept and free of debris and trash.
- ☐ Clean any oil stains
- ☐ Tenant will be charged to bring yard back to compliance if left overgrown or Tenant did not maintain according to the Lease agreement.



Smoking Damage

- ☐ Smoking is prohibited anywhere on the Premises. Failure to follow these guidelines can result in charges typically ranging from \$150 - \$5000.

FINAL TO DO's on MOVE OUT DAY

- ☐ **Water Service:** We will transfer the water service billing unless you hear otherwise from our office.
- ☐ **Xcel Energy (Stop Service):** visit https://www.xcelenergy.com/start,_stop,_transfer to end your service. If you have questions about the process, please call Xcel Energy at 1-800-895-2895. REMEMBER TO PAY YOUR FINAL BILL.
- ☐ **United Power (Stop Service) (If applicable):** To Stop electric service with United Power please call their Member Services team at 303-637-1300. REMEMBER TO PAY YOUR FINAL BILL.
- ☐ **Stop Cable/Phone/Internet Service:** If you had services activated please have services turned off by the end of your Lease Term. If satellite dishes were installed, the must be removed by qualified contractor and all holes properly sealed (and painted to match if applicable).
- ☐ **Cancel Renter's Insurance:** Make cancellation date the day AFTER your Lease End date to ensure coverage until you have vacated the Premises.

Move out Inspections.....Residents requesting a move out or pre move out inspection should send email requests to michael@taylorrealtygroup.net at least 14 days prior to the move out date. Tenants will be given a time block for the scheduled move out inspection. This means the technician will arrive any time within the time blocks of 9am – 12pm or 12pm – 4pm. The technician will perform a full inspection of the home, taking about 2-3 hours to complete. The technician is not equipped with any resident information and therefore unable to offer information on whether there will be resident charges and if so, the amount(s). The technician is there to perform a scope and to photograph the home and forward the information to the property manager. Once received, the property manager will compare the findings at move out to the condition of the home at move in via the move in inspection form (and photos) and determine resident charges, if any. The Property Manager will notify the former Tenant of any charges and deposit refund amount within 60 days of move out. If you elect to go forward with the move out inspection process, all keys, remotes, codes etc must be given to the technician at that time. You WILL NOT BE PERMITTED to re-enter the home after possession has been submitted, therefore all cleaning, carpet cleaning and removal of items must be completed prior to the move out. Tenants requesting a move out inspection must do so in writing at least 2 weeks prior to the final day in the home. Move out inspections are ONLY performed on the final day in the home.

THANK YOU AND WE WISH YOU ALL THE BEST!!