

Lease End Apartment Move Out Checklist

- Call to cancel all utilities: Electric, Phone, Cable, Gas. DO NOT SCHEDULE ELECTRIC AND GAS SHUT OFF DATE UNTIL JUNE 1ST. We will compensate \$15 to cover electricity costs from May 26th - June 1 and it will be added to the security deposit. Before your security deposit is returned you must submit copies of PAID electric, gas, water bills.
- ALL CONTENTS OF THE APARTMENT MUST BE REMOVED BY THE TIME OF THE INSPECTION. THIS MEANS EVERYTHING. You cannot store ANY contents in the building after your lease terminates. This includes common areas and the exterior of the building. Anything left behind will be removed and you will be charged.
- Normal trash pick-up is scheduled for the last week of May. If you have surplus trash you need to contact us for removal. There is a \$10.00 per bag charge for removal, so you may want to haul your own trash. Please contact CSWD for disposal/recycling sites.
- Have carpets professionally cleaned per Section 8 of the Lease and provide the Landlord with a copy of the bill for this service.

Cleaning Checklist

Kitchen

- Clean refrigerator. Remove all contents and clean the interior and exterior thoroughly.
- Clean sink
- Clean stove, oven, and broiler pan thoroughly—include burners, control panel, sides of stove, burner rings, and top and bottom racks
- Clean cupboards, underneath sinks, drawers, doors and countertops.
- Sweep and mop kitchen floor
- Clean dishwasher (inside and out) and leave door open
- Clean windows, sills, tracks, and blinds
- Clean walls, baseboards, heat registers, moldings
- Remove cobwebs from ceiling

Living Room, Dining Room, and Bedrooms

- Remove all contents
- Clean closet shelves
- Clean windows, sills, tracks, blinds
- Clean doors on both sides throughout the apartment
- Clean all fixture covers. Replace light bulbs with 60 watt only

- Vacuum and clean carpets THOROUGHLY.
- Clean and mop wood floors
- Clean walls, wall plates, baseboards, heat registers, and moldings.
- Remove cobwebs from ceiling

Bathrooms

- Clean and scrub shower, shower walls (tile), and tracks.
- Clean sinks, vanity tops, mirrors, fixtures, and exhaust fans
- Clean cabinets, under sinks, drawers and doors
- Clean toilet and toilet area—base, bowl, seat, and lid
- Clean and mop floors.
- Remove cobwebs from ceiling

Stairways, closets, halls, and doors

- Clean all walls, baseboards, railings, doors, closets, light fixtures, heat registers
- Vacuum and clean all carpets
- Clean and mop wood floors
- Remove cobwebs from ceilings

Porches

- Remove all contents
- Sweep floors.