

# MOVE-OUT CHECKLIST

## Select Property Enterprises, Inc.

3280 E Woodmen Rd, Ste 200, Colorado Springs, CO 80920

Phone: 719-593-9990 • Fax: 719-593-0529 • [www.selectpropertyrentals.com](http://www.selectpropertyrentals.com)

### GENERAL CLEANING (all areas):

- Have all carpet professionally cleaned and you must use one of the following approved companies:
  - [All Seasons Carpet Cleaning, phone: \(719\) 268-2744](#)
  - [Triple C : \(719\) 633-1884](#)
- You are required to provide the paid carpet cleaning invoice to Select Property Enterprises, Inc.**
- Clean all vinyl, tile and hardwood floors (**use only Bona® products on wood flooring**).
- Clean all interior and exterior windows, sills, tracks and screens. Repair and/or replace any damaged screens and screen frames.
- Clean all window coverings (blinds, curtains, shutters, etc.)
- Clean all light switch and outlet covers. Replace any that are broken or missing.
- Clean all light fixtures and ceiling fans. Replace light bulbs as needed. This includes the refrigerator, oven, microwave, vent hood, garage and exterior fixtures.
- Clean walls, doors, door frames, trim, baseboards and shelves.
- Clean all return air vents and air register covers.
- Remove all nails, screws and anchors from the walls. Tenant is not required to spackle holes.
- Clean the firebox of all wood-burning fireplaces. Clean the surrounding area of all gas and wood fireplaces (hearth, mantle, doors, glass, screens, etc.).
- Clean interior and exterior laundry appliances (if applicable). Pull appliance out and clean behind and underneath.
- Clean the garage, storage areas, mechanical room and unfinished basements.

### EXTERIOR:

- Remove all debris and pet waste. Rake up all leaves and limbs. Mow and trim the lawn.
- Sweep and clean the porch, deck, patio, driveway and walkways.
- Remove all leaves and debris from the window wells.
- Disconnect and remove water hoses.
- If you are vacating during the growing season, leave the sprinkler system on and programmed for the appropriate days and times (if applicable).**

### GARAGE:

- Remove all belongings and any debris. Sweep floor and clean all shelving and cabinets.

### KITCHEN:

- Clean interior and exterior of all cabinets, drawers and panty. Cabinetry must be free of all dirt and grease residue.
- Clean all countertops.
- Clean the oven. Use the high temperature self-cleaning cycle if it has this feature and wipe out any leftover residue. **Do not use spray oven cleaner in a self-cleaning oven.** Clean the oven racks. On free-standing ranges, carefully pull the range out and clean the back, sides and oven drawer. While the range is pulled out clean the exposed ends of the cabinets, the back wall and the floor underneath.
- Clean the stovetop, control panel and control knobs. On coil-top models, lift the top and clean underneath. Replace the burner drip pans. On smooth-top models, use a glass cooktop cleaner and thoroughly clean tough, baked-on spots.
- Clean interior and exterior of microwave (and/or vent hood). Pay special attention to the underside. Remove all greasy residue. Remove air vent filters, run them through a dishwasher cycle and reinstall.
- Clean the interior and exterior of the refrigerator and freezer. Carefully pull the refrigerator out and clean behind and underneath. Also clean the rubber door gasket. Empty the ice bin and wash it. Lift the ice arm to turn the ice maker off. Adjust the temperature to the lowest setting. Do not turn the refrigerator off.
- Clean the dishwasher. Make sure to clean the exterior door, the inside opening, sides and the control panel.
- Clean the sink and faucet. Run the disposal and ensure that it is clear of food and debris.

### BATHROOMS:

- Clean interior and exterior of all cabinets, medicine cabinets and drawers.
- Clean all countertops.
- Clean the mirror.
- Clean the sink and faucet.
- Clean the interior and exterior of the toilet (bowl, base, seat, tank and lid).
- Clean the tub and faucet.
- Clean the shower floor and walls. Ensure that the tile, grout and caulking are clean and free of mildew.
- Clean the glass shower door (if applicable) and remove all soap scum.
- Clean the exhaust fan.

- Set the temperature dial to the “vacation” setting on the water heater.
- If you are vacating during the winter, replace the furnace filter(s) and leave the furnace on set at 60°.
- **To avoid being charged additional rent, remember that keys and garage door remotes must be turned in no later than 12:00 p.m. on the last day of your lease. If this falls on a weekend it is your responsibility to make arrangements to return keys and remotes during regular business hours.**