



## Resident Checklist For Deposit Return

In addition to the Vacancy Checklist, please use this form as a checklist for receiving as much of your security deposit back as possible. We recommend leaving this completed checklist on the kitchen counter next to your keys and forwarding address.

- All keys left visible on kitchen counter (Door, Mail, Storage, garage openers) • Forward

Address left next to keys on kitchen counter

- Utilities contacted and setup to transfer out of your name of the last day of the rental agreement term. (If utilities are cancelled prior to last day of agreement term, utility costs will be billed to deposit, along with administrative fee).
- **For cold weather move-outs, the thermostat needs to be left with the heat on, set no lower than 60 degrees. Frozen/burst pipes resulting from heat that is left 'off' will be considered *damage caused by negligence*.**
- The fridge needs to be plugged in, turned on, and wiped out completely of debris, (including crisper, drawers, freezer, etc..) Fridge top, sides, and underneath should also be wiped clean of dust and debris.
- Stove needs to be left clean, including stove pans and rings. Stove pans stained with food and grease that cannot be cleaned completely will be replaced and billed to deposit. Stove cleaning must include bottom drawer, oven racks, and top and visible sides. Please pull out stove bottom drawer and vacuum and clean underneath. For best results, use oven cleaner in combination with a scraping tool to remove cooked-on food.
- All cabinetry empty of items, and wiped clean of debris, inside and out.
- All closets, shelves, cupboards in property empty, and wiped clean of debris. • Carpet vacuumed free of debris, and all baseboards and trim boards wiped clean of dust.
- Mini-blinds and window coverings left clean of debris, dust, and or/soil. For best results, use a feather duster to dust all mini-blinds, and/or a washcloth to wipe down blind slats. (When inspection is done, inspector runs finger along blind slats. If dusty, blinds will be professionally cleaned per rental agreement.)
- Smoke alarm and carbon monoxide alarms always need to stay installed, and have working batteries as they did when you moved into the property.

- Furnace filter must be replaced upon vacancy with new filter - correct size for furnace and ducting. The filter was new for you when you moved in - there needs to be a new filter installed when you vacate.
- Floor and ceiling vents must be wiped clean of dirt and debris.
- All window screens must be placed on correct window frames if they have been removed. Screens cannot be torn, and frames cannot be bent.
- All tacks and nails must be removed from walls. White, basic wall spackle should be used in small amounts as necessary, and wiped smooth and clean after it dries. Tenant will be charged if large globs of spackle need to be wiped away from filled holes in wall.
- Please remove all adhesive wall hanging apparatus from walls prior to vacancy. Paint/drywall may not be damaged by the removal.
- Please DO NOT DO TOUCH UP PAINTING. Touch up painting will be done by manager, and will not be billed to deposit unless spots or damage are beyond normal wear & tear.
- All light fixtures at property (including exterior fixtures) must have working light bulbs of the correct wattage (40-60 watt bulbs are standard in most fixtures).
- Bathrooms must be cleaned entirely, including toilet, sink, flooring, tub, shower, etc.... • All vinyl, tile, or wood flooring must be vacuumed and mopped upon leaving.
- Garages and storage units must be clean of all debris and swept out. Garages and driveways must be clean of motor oil and fluids.
- Trash and recycle cans must be empty of debris. All trash from move-out must be disposed of off-site. If trash and/or recycle bins are left with debris, service charges will be billed to deposit to cover fuel and time involved by management for getting trash picked up on trash day.
- If landscape care was required by resident, yard areas must be left clean of leaves, debris, branches, etc. Grass should be left freshly mowed. All leaves that have dropped by the last day of agreement term need to be removed.
- Exterior areas around all doors must be clean, cobweb and dirt free.
- Any satellite dishes on tripods, poles, fence mounts, or other structures must be removed completely off site, and any affected surfaces repaired to original condition.

Date Completed \_\_\_\_\_

Completed by \_\_\_\_\_