Kingfisher Property Management

Move-Out Cleaning Checklist & Final Check-Out Instructions

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Kitchen

Cupboards & Drawers:
- [ ] Vacuum & wipe inside & out
- [ ] Clean the edges and polish handles

Refrigerator & Freezer:
- [ ] Inside: Empty & clean trays, shelves, door seal
- [ ] Outside: Clean top, sides, front, handles, underneath
- [ ] LEAVE FRIG/FREEZER PLUGGED IN, TURNED ON

Stove Top:
- [ ] Surface: Thoroughly degrease and clean
- [ ] Drip pans: Clean or replace
- [ ] Control panel: Clean surface, polish knobs
- [ ] Lift stovetop surface and clean underneath burners

Oven:
- [ ] Interior and racks*: Scrub
- [ ] Exterior door: Clean top, bottom, sides & front
- [ ] Exterior sides: Clean/degrease
- [ ] Oven bottom drawer: Clean thoroughly
- [ ] Under oven bottom drawer: Clean

Range Hood & Vent:
- [ ] Top, sides & underneath: Clean
- [ ] Light bulb: Replace if burned out
- [ ] Filter: Clean, degrease, replace as needed

Counter Area:
- [ ] Countertop & Backsplash: Thoroughly clean
- [ ] Sink: Scour
- [ ] Faucet: Polish

Dishwasher:
- [ ] Exterior door: Clean top, bottom, sides & front
- [ ] Interior: Clean door seal; run once while empty
- [ ] Underneath: Vacuum & clean thoroughly

Bathroom

Medicine Cabinet:
- [ ] Empty, clean shelves, wash mirror

Vanity, Cabinets & Drawers:
- [ ] Vacuum & wipe inside & out
- [ ] Countertop & Backsplash: Thoroughly clean
- [ ] Clean door edges and polish handles
- [ ] Sink: Scour
- [ ] Faucet: Polish
- [ ] Towel rods/rings: wipe down / polish

Shower / Tub:
- [ ] Walls, Doors, Tub/Floor: Scrub with cleanser
- [ ] Mildew & Soap scum: Remove completely
- [ ] Shower curtain & rings: Remove
- [ ] Handles & Faucet: Polish

Toilet:
- [ ] Toilet tank, rim and base: Clean thoroughly
- [ ] Toilet bowl: Scrub with cleanser
- [ ] Seat: Clean all surfaces, tighten if loose

Exhaust Fan/Heat Lamp
- [ ] Vacuum slots, wipe entire cover

ALL ROOMS, including Kitchen & Bath

Kitchen	Bath #1	Bath #2	Bed #1	Bed #2	Dining	Living	Hallway	
								Ceilings: Remove cobwebs
								Outlet/Switch plate covers: Clean
								Light fixtures: Wipe down
								Lights: Replace burned out bulbs
								*Windows: Wash interior
								Window tracks: Vacuum & clean
								Window sills and frames: Wipe down
								Blinds: Thoroughly clean
								Walls: Remove nails, do NOT fill holes
								Walls: Remove stickers, decals, etc.
								*Walls: Clean thoroughly
								Closets: Clean shelves, wipe doors
								Vents & Heaters: Wipe down all surfaces
								Doors: Wipe down all doors and frames
								Baseboards: Clean thoroughly
								Trim: Clean thoroughly
								Carpet: Vacuum
								Hard Floors: Vacuum & mop

If Applicable
- [ ] Entry way: Remove cobwebs
- [ ] Garage / Carport: Empty, sweep, remove cobwebs
- [ ] Hardscape: remove debris, sweep porch/steps/patio, remove cobwebs
- [ ] Yard: remove weeds, string trim and mow all grassy areas
- [ ] Woodstove / Fireplace: Thoroughly clean

***Cleaning Tips:**

--> Walls that are relatively clean should be wiped down with a damp cloth. Walls with stubborn grime or mildew should be washed with 1/4 cup dish soap diluted in 1 gallon water; afterward remove the soap solution by wiping the walls down with a cloth soaked in clean rinse water.

--> Window cleaning solution can be made from 1/2 cup white vinegar diluted in 1 gallon water.

--> Oven grease can be removed by running a self-cleaning cycle, followed by scrubbing or using oven cleaner spray; NEVER use oven cleaner spray during a self-cleaning cycle since a fire or noxious gases could result.

Got Mega-Trash??

--> Dispose of garbage, furniture, etc. appropriately. You will be charged for leaving items in your home, around the building, or in the dumpster area. Make arrangements with the garbage company (Republic Services) to pick up large trash items.

Final Check-Out...You've almost made it...Woohoo!

--> Final Accounting/Security Deposit refund will be sent in all tenant's names and mailed within 31 days after your move-out date.
--> This checklist is not all-inclusive. Charges may occur for labor and materials due to damage beyond normal wear and tear.
--> Provide an accurate forwarding address so you can receive your final accounting!
--> Sign "Move In & Out Inspection" form (it's different form from this one).
--> Turn off lights and LOCK the door(s).
--> Drop off keys and parking pass at our office. There is a Kingfisher drop box mounted to the pole outside the door to 120 SW 4th St
--> Call all utilities in your name and transfer them to Kingfisher Property Management, effective on your move-out date.
--> Submit change of address to the US Post Office.

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