



Apartment Move Out Checklist

Home/Apartment Number _____

Move date _____

When you move out, it is expected that you leave your apartment in a clean and orderly fashion. Below, please find a checklist of items you are expected to clean. **NOTE: CHARGES WILL BE WITHHELD FROM YOUR SECURITY DEPOSIT FOR ANY CLEANING ITEM NOT ATTENDED TO.** A list of additional charges and checklist items follows on the second page.

KITCHEN

- Stove (Inside, Outside, Top including burners and boiler pan & Under stove)
- Vent Above Stove
- Refrigerator (Including Ice Cube Trays)
- Counters
- Cabinets and Drawers (Inside & Out)
- Sink/Faucets
- Under Sink
- Dishwasher (If applicable)
- Floor
- Defrost the refrigerator and freezer making sure any ice trays or accessories are in place
- Make sure all appliances are working properly

BATHROOM

- Windows
- Walls and Tile
- Tile Floor
- Shelves (Medicine Cabinet)
- Mirror
- Tub/Shower
- Scrub bathtub/shower.
- Scrub inside and outside of toilet (yuck).
- Clean sink.
- Dust and wash the medicine cabinet and mirror.
- Look for any signs of leaking water or mold growth

BEDROOM

- Windows
- Floors
- Ceiling Fan Blades (If applicable)



GATEWAY SELECT PROPERTIES

LIVING ROOM

- Windows
- Floors
- Ceiling Fan Blades (If applicable)

GENERAL

- All floors
- All baseboards
- All windows
- All screens
- All blind. Broken blinds will be charged to deposit
- All switch and outlet plate (clean smudges if needed)
- Shelves (Kitchen cabinets and closets)
- Clean Floor- Thoroughly vacuum, and if needed, steam clean the carpet. Check for burns or for deep stains in the carpet that didn't exist before.
- Clean closets
- Check for cracks or stains on walls.
- Remove all tacks and/or nails from the walls and spackle the holes left behind.
- Clean windows and window sills.
- Make sure all electrical outlets are working properly.
- Test ceiling fans, air conditioners and heaters to make sure they are functioning properly.
- Look for any missing switch plates or outlet covers.

Resident Name: _____

Home/Apartment # _____

The following is a list of additional items that will be assessed following your move-out, as well as a check list for things to be done prior to your move out.. Again, charges will be withheld directly from your security deposit.

Remove each personal item and trash--\$100 and up

- IF TRASH DOES NOT FIT INTO DUMPSTER, IT IS RESIDENT'S RESPONSIBILITY TO TAKE IT OFF THE PROPERTY. EXAMPLE-A SOFA WILL NOT FIT IN THE DUMPSTER.
- FOR ANY LARGE ITEM LEFT IN THE APARTMENT/HOME OR BY THE DUMPSTER, RESIDENT WILL BE CHARGED \$100 OR MORE PER ITEM.
- \$50 LOCK OUT FEE (\$75 between the hours of 11pm and 8am)/\$125 OR MORE FOR RE-KEYING; \$20 FOR LOST KEY REPLACEMENT IF AVAILABLE.
- RE-LEASING/ADMINISTRATIVE FEE equal to the amount of your security deposit can be charged if you fail to fulfill the terms of the lease.
- Please be sure to fill out a change of address form.



GATEWAY SELECT PROPERTIES

- Please make sure to take ALL utilities out of your name by your move date.

DO NOT LEAVE OPEN DOORS UNATTENDED! PLEASE NOTE: Any damages to the hallways and common areas that occur during your move may be charged against your security deposit.

Charges will be assessed for items that are damaged or not cleaned in the unit. According to our lease agreement, we have thirty days to return your security deposit, and/or supply you with an accounting of the deductions made against it.

Resident _____ Date _____

Resident _____ Date _____

Manager _____ Date _____