

Move-Out Information and Cleaning Checklist

Please read this carefully before moving out. The goal is simple: return the property fully vacant, clean, and ready for inspection. Charges may apply for incomplete cleaning, missing items, damage, unpaid balances, or work needed after you vacate.

Move-Out Reminders

- You remain responsible for rent, utilities, yard care, and all other lease duties through the end of your lease, regardless of when you move out.
- **Important: Checkout must be complete by the date and time stated in your lease or termination notice. Hourly holdover fees will be assessed if you are not fully vacated on time.**
- When you submit notice of non-renewal, complete the move-out inspection through the online inspection app from a cell phone or tablet. Submit it promptly so we can prepare for turnover and move-out processing.
- **Important: Leave all keys and remotes on the kitchen counter. Missing keys/remotes may result in lockout or rekey charges.**
- **Important: Do not leave garbage, recycling, furniture, or household items behind. Garbage and recycling bin lids must fully close. Items left behind, overfilled bins, dump fees, dump surcharges, and labor may be charged to you.**
- **Important: Replace burnt-out, missing, or mismatched bulbs. Bulbs may be charged at \$10.00 each or the replacement cost, whichever is higher, plus labor.**
- Small nail holes may be spackled or patched.
- **Important: Substandard repairs that require re-work will result in charges.**
- **Important: Schedule professional carpet cleaning before you vacate and provide the receipt no later than the last day of your lease. DIY rentals, including Rug Doctor, and cleaners that do not meet GPM specifications are not accepted.**
- **Important: Leave heat on and set to a reasonable temperature above 60 degrees. For wall heaters, leave the setting in the Comfort Zone. You are responsible for damage caused by inadequate heat, including frozen pipes or carpet-drying issues.**
- Turn off autopay in the tenant portal after your final rent payment is made.
- **Important: Pay final utilities by the date required in your lease. Utilities are billed in arrears, so a final bill may arrive after your lease ends. Unpaid utility bills received by GPM may result in a Notice Served Fee.**
- Provide a forwarding address directly to all utility providers and the post office. GPM cannot forward mail or packages.
- The first tenant listed on the lease must provide a forwarding address to GPM for return of any security deposit proceeds.
- Notify GPM when you are fully moved out and the property is completely cleaned.

Cleaning Requirements

Use this checklist to clean the property thoroughly before returning possession. Whether you clean the property yourself or hire a professional, all applicable items must be completed. The property will be inspected after move-out, and incomplete cleaning may result in charges.

Cleaning completed by Garnet Property Management is billed at the published labor rate or \$100.00 per hour, per person, with a one-hour minimum, whichever is higher. If a third-party cleaner is hired, you may also be charged the cleaner's invoice plus Manager's time for scheduling and oversight.

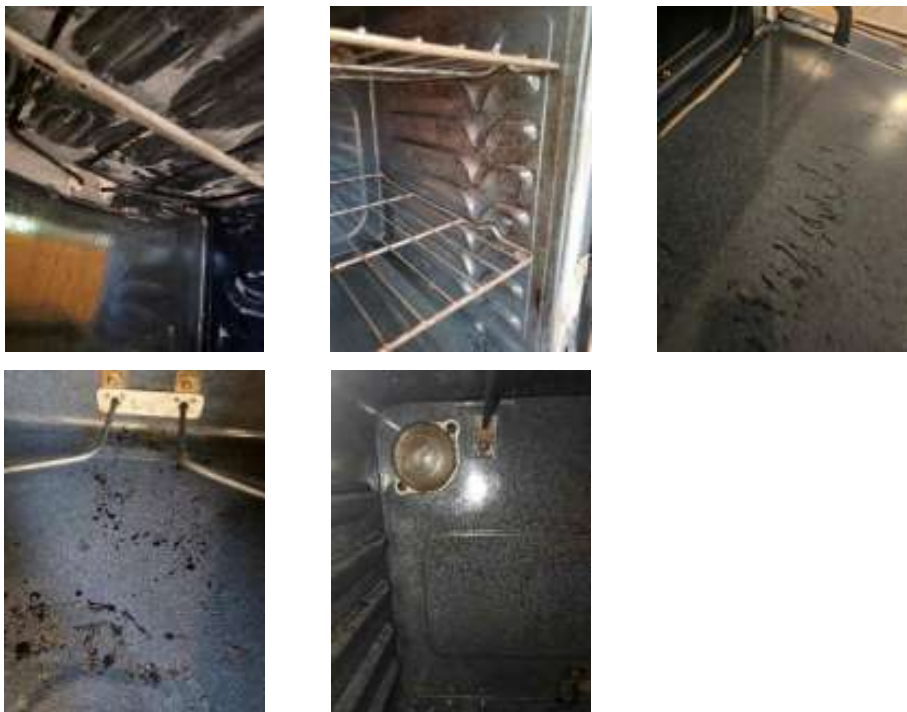
If you hire a professional cleaner, give them this checklist and inspect their work before returning possession. This checklist may not include every property-specific cleaning need, so please be thorough.

- **Important: Ovens and ranges must be completely clean inside and out. If the oven, oven racks, cooktop, range, or drip trays are not fully cleaned, a \$250.00 oven/range cleaning charge may be assessed in addition to hourly cleaning charges.**

Oven and Range Cleaning Examples

These photos are included because ovens and ranges are one of the most common move-out charge areas. Cleaning residue, baked-on food, grease, crumbs, ash, and dirty drip pans are not considered clean.

Needs More Cleaning - Not Acceptable



Adequately Clean - Accepted Standard



Reminder: If it looks cloudy, greasy, streaked, gritty, ashy, or has baked-on residue, keep cleaning before returning possession.

Cleaning Checklist

Floors

- Sweep, clean, wash, and mop all vinyl, linoleum, laminate, hardwood, and other non-carpeted floors.
- Remove dirt, grime, sticky residue, and pet hair.
- **Important: Do not use bleach or ammonia-based cleaners on laminate or hardwood floors. Use only a damp mop on those surfaces.**

Windows, Doors, and Blinds

- Clean window and door channels, tracks, thresholds, frames, sills, curtain rods, and corners.
- Clean reachable interior and exterior window panes and glass doors without using a ladder or removing screens. Glass you clean must be streak-free.
- Clean mini blinds and vertical blinds one by one. Clean drapes and valances if applicable.
- Clean both sides of all doors, including closet doors, so they are free of grease, grime, crayon, marker, scuffs, hairspray residue, and fingerprints.
- **Important: Broken or missing window panes, screens, or damaged window coverings must be repaired or replaced.**

Light Fixtures, Fans, Walls, and Ceilings

- Remove and clean light globes, covers, and fixtures, inside and out.
- Replace broken, missing, mismatched, or burnt-out bulbs with the correct type and wattage. Dimmers require dimmable bulbs.
- Clean ceiling fan blades, both sides, and the fan mount.
- Wash or spot clean walls and ceilings, except popcorn ceilings, to remove grease, food splatter, mold, grime, crayon, and furniture marks.
- Remove nails and screws. Vacuum and wipe baseboards so they are free of dust and pet hair.
- Clean switch plates, outlet covers, phone/TV wall plates, ceiling dust, and bath/laundry vents. Replace broken, stained, or missing plates.

Laundry, HVAC, and Vents

- Clean washer/dryer tops, sides, washer lid, soap dispenser area, dryer lint filter, and behind the dryer.
- Clean laundry cabinets inside and out. Remove dust, lint, and laundry residue.
- Remove and clean vents. Clean floors around vents and vacuum intake areas if applicable.
- Replace particulate filters. Clean wall-heater grills/grates.
- If the furnace/heater closet is accessible, remove cobwebs and sweep, vacuum, or mop the floor.

Kitchen - Oven, Range, Hood, and Sink

- Clean the oven/range thoroughly inside and out, including racks, drip pans, control knobs, oven door edges, under elements, under the lower drawer, and all grease or cleaner residue.
- Replace drip pans if they cannot be cleaned.
- Clean the range hood and microwave hood, including rims, ridges, underside, grease splatter, and grime.
- Remove, wash, dry, and reinstall the hood filter. A dishwasher cycle may help clean the filter.
- Clean wall surfaces around the cooktop. Remove hard-water spots from the sink. Apply stainless conditioner to stainless surfaces where applicable.
- **Important: Sink, drain, or disposal stoppages must be cleared. Tenant may be charged for plumbing stoppages regardless of cause, as allowed by the lease.**

Dishwasher

- Clean racks, baskets, rollers, gaskets, door edges, walls, and the particulate filter.
- Dishwasher must be empty, clean, mildew-free, and free of food particles and soap film, including the rubber insulation strip.

Refrigerator and Freezer

- Remove all food. Clean inside and out, including shelves, drawers, seals, doors, top, sides, and exterior surfaces.
- Defrost and clean freezer if applicable.
- Remove and clean kick plate and vacuum coils.
- Pull refrigerator away from the wall. Clean the wall, cabinet sides, appliance exterior, and sweep/mop the floor underneath.
- Replace water filter if applicable.

Cabinets, Drawers, Counters, Disposal, and Microwave

- Clean shelves, drawers, turntables, cutting boards, cabinet doors, drawer faces, and cupboards inside and out.
- Remove food particles, grease, sticky residue, dirt, dust, hair, fingerprints, and dried-on food.
- Clean and disinfect countertops, sinks, surrounding areas, backsplash, drain, and chrome fixtures.
- Clean microwave and all other appliances inside and out.
- If there is a garbage disposal, flush with cold water, run baking soda through it, remove and clean the black rubber gasket, reinstall the gasket, and clean the opening.

Bathrooms

- Replace broken or missing towel racks, toilet paper holders, and burnt-out bulbs.
- Clean vent fan cover, light fixtures, walls, ceilings, mirrors, glass, cabinets, drawers, medicine cabinets, sinks, drains, and fixtures.
- Scrub toilets completely with disinfectant, including tank top, lid, seat on both sides, bowl, base, rust, lime, and scale.
- Clean shower walls, bathtub interiors, shower doors, frames, and grout. Remove soap build-up, mold, hair, dirt, and hard-water spots.
- **Important: Sink or toilet stoppages must be cleared. Tenant may be charged for plumbing stoppages regardless of cause, as allowed by the lease.**

Driveway, Exterior, Yard, and Garage

- Clean oil stains from driveway if applicable.
- Remove all refuse, boxes, debris, garbage, furniture, and personal property.
- **Important: Do not leave garbage, household items, or furniture at the curb or stacked on top of or near garbage cans or dumpsters.**
- Mow and edge lawn if yard care is your responsibility. Remove weeds, dead plants, trash, debris, and animal waste.
- Fill, level, and seed pet holes and repair pet-caused damage.
- Clean exterior light fixtures and ensure bulbs are working.
- Clean patios, balconies, decks, exterior areas, cobwebs, insects, and leaves.
- Remove all items from garage/storage areas. Sweep or vacuum. Clean walls, cobwebs, light fixtures, switch/outlet covers, and both sides of doors.

Final Items

- Smoke alarms must be operational. Replace batteries as needed.
- Clean and wipe down all remaining surfaces.
- Remove all personal items from the home, yard, garage, storage areas, and exterior areas.