



The following checklist has been prepared to assist you in readying the premises as an investment property. Your move-out checklist and the tenant's list are very similar; to ensure the proper return of your investment.

**1. WALL AND CEILINGS**

Remove all nails used for hanging pictures, etc. from walls and ceilings. Interior paint touched up where needed, to blend with existing paint. For extensive marking and smears it may be necessary to paint an entire wall, ceiling or room. Do not use glossy paint over flat paint; or flat paint over glossy paint. Fingers, a small wet rag or Q-tips are really good for smoothing out and filling in nail holes and touching them up with paint.

**2. WOODWORK**

All woodwork, including doors and frames, molding, trim, etc. must be free of dust, fingerprints and smears.

**3. FLOORS**

Scrub all vinyl and ceramic tile floors. Damp-mop wood floors: Consider polishing the wood floors if they're showing wear. Uncared for wood floors tend to get less attention from tenants than good conditioned ones.

**4. CARPETING**

Carpets should be professionally cleaned after you've moved out. ChemDry systems are only good for removing dust and surface dirt; the same can be said for the carpet cleaners available for rent at super markets. Plus, the rental units do not have enough suction to pull out enough of the water causing wicking of stains, a culmination of dirt attracting soap suds and stretching of the carpet.

**5. LIGHTS**

All fixtures need to be in working order and clean; replace all burned-out bulbs.

**6. WINDOWS, SCREENS, AND SLIDING GLASS DOORS**

Clean all windows, sliding glass doors and door tracks. Broken glass panes and damaged screen need to be repaired. Remember to clean the top of the bottom half of the window and the window treatments; especially the mini-blinds.

**7. KITCHEN (SPECIAL EMPHASIS)**

Cabinets, shelves, drawers, pantry and refrigerator must be clean and empty. Stove and oven needs to be empty, clean, and grease-free. If burner pans cannot be cleaned, they should be replaced; do not cover with aluminum foil. Clean behind and under all moveable appliances, i.e. refrigerator & stove.

**8. SMOKE DETECTORS**

Replace batteries where needed; replace defective detectors.

**9. PETS (IF PRESENT)**

Have the premises professionally treated with extermination chemicals for fleas and ticks.

**10. BATHROOMS (SPECIAL EMPHASIS)**

Cabinets, vanities, shelves, drawers, and medicine cabinets must be empty and clean. Toilets, tubs, showers and sinks must be clean. All caulking should be free of mold and all walls free of soap scum. Mirrors, towel bars or rings, and soap and paper holders should be clean and not damaged. If you caulk be sure that it is smooth, no 'cake icing' effect; this promotes mold.

# Owners Move-Out Checklist



- 11. PLUMBING**  
All drains must be clear of stoppage and running freely. Dripping faucets and leaks should be repaired. All tubs and sinks must have working plugs. Commodes should not be running or overflowing.
- 12. LAUNDRY**  
Empty the washer and dryer; clean tubs and filters, and make sure all is in working order.
- 13. STORAGE AREAS**  
Empty and clear of debris, and "broom clean".
- 14. GARAGE OR CARPORT**  
Hose or sweep clean as needed, remove all cob webs; leave garage door openers in a kitchen drawer.
- 15. UTILITIES**  
Change the billing address to: Your name c/o AH Management, 2301 Gallows Road, Suite 120, Dunn Loring, VA 22027. This will save you a transfer fee and keep the utilities on.
- 16. EXTERIOR**  
Yard should be free of debris, flower beds need to be weeded, lawn should be freshly mowed, and bushes trimmed. Remove trash or place in proper containers for pick-up before the tenants take possession. Have gutters professionally cleaned and provide us with the receipt.
- 17. FIREPLACE**  
Needs to be free of ashes and clean; have the chimney professionally cleaned and provide us with the receipt.
- 18. FURNACE FILTERS**  
Replace furnace filter. For dual zone systems, replace furnace & ceiling filters (both levels).
- 19. REMOVE ALL PERSONAL PROPERTY**  
This will be someone's home while you are away. They will be renting the entire property including all storage areas and cannot be expected to be responsible for items left behind. A fee may be charged for the removal of personal property left behind.
- 20. EVERYTHING IN WORKING ORDER**  
All appliances and systems (plumbing, electric, etc.) must be in normal working order. Renting your property is a business transaction. Such things as non working parts on appliances, odd or jury rigged quick fixes on lighting fixtures or duct taped plumbing problems are not accepted.

AH Management can provide the names of handy men, painters, general cleaning and carpet cleaning companies that will give estimates for reasonable priced services.

Every home is unique, therefore this checklist cannot be considered all inclusive. Our goal is to make your move-out as easy as possible and to prevent extra expenses during this stressful time. Please do not hesitate to contact us for any help or support you might need.

