

GUARDIAN PROPERTY MANAGEMENT

TENANT MOVE OUT CHECK LIST

Note:

This form is given to each tenant that moves into any of the buildings that Guardian Property Management manages. We expect each tenant to vacate the premises and leave the units in clean and in good condition.

KITCHEN:

- ✓ Stove – Clean exterior surfaces, oven, burners and cooking area
- ✓ Remove and clean burner rings and bowls. Wipe clean fan shroud.

- ✓ Refrigerator – Clean exterior surfaces, remove all contents and clean out freezer, clean all racks and shelves. Pull appliance out from wall, unplug and prop both doors open to prevent odors.

- ✓ Cupboards – All door surfaces should be wiped clean using a household cleaner or a mixture of T.S.P. and warm water (make sure to wear rubber gloves). Make certain all goods have been removed from shelves, wipe shelving surface down with a cleaner making sure that all food particles are gone.

BATHROOMS:

- ✓ Toilet – Clean exterior surface of toilet, clean and sterilize bowl
- ✓ Tub/Shower – Use cleaner to remove soap buildup on tiles or tub, same should be done to the sink and all fixtures

FLOORS:

- ✓ All surfaces should be clean of dirt, mopped clean, if wax buildup has occurred, floors should be stripped.
- ✓ All carpets should be cleaned to remove odors and stains. This may require the employment of a professional cleaner.

WINDOWS:

- ✓ All interior glass should be cleaned; any stickers should be removed from glass.
- ✓ All curtains or blinds should be removed from frames.

WALLS:

- ✓ Remove all wallpaper and borders
- ✓ Clean marks or serious dirt building up from surface using household cleaners or WD 40 (this will remove crayon, grease, and many types of ink)

LIGHT FIXTURES AND EXHAUST FANS

- ✓ All globes should be cleaned to remove dust, grease and dead insects. If bulbs have burnt out they should be replaced with the appropriate type and wattage.
- ✓ Exhaust fan covers should be removed and cleaned with warm water and a household cleaner, fan motor and blades should be vacuumed to remove dust.

MISC.

- ✓ Remove all garbage from storage areas both inside and outside of your unit.
- ✓ If you have had fans installed you are required to return all light fixtures to their proper working order.
- ✓ If you have been allocated a garage the floors must be free of oil and other fluids then be swept clean, all garbage and debris must be removed.
- ✓ Make arrangements to return all keys to the office or place in our after hours drop box, or your building superintendent upon leaving.
- ✓ If this is not possible due to departure times, please make arrangements with the office so that a key may be left with an alternative person within the community. You should at this time make the office aware of a forwarding address and phone number where you may be reached.