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**SAMPLE**

**MOVE OUT CHECKLIST  
RESIDENTIAL**

As a tenant, you have the responsibility to return the premises to the landlord in clean condition and in good repair. The following checklist explains our expectations as to the condition of the unit upon your move out.

The Property Manager will inspect the unit promptly after you move out to determine if it has been properly cleaned and repaired and to determine if there will be any deductions from your security deposit to offset the cost of cleaning and repairs. We recommend that you be present for the inspection, but if you are not available within two business days after the last day of your lease, we will conduct the inspection without you and let you know of any deficiencies.

***Your responsibilities as tenant:***

- All rent should be paid in full through the termination date of your lease. Your security deposit may not be used to pay rent. We will refund your security deposit, less any permitted deductions, within 30 days after you have completely vacated the property.
- You must remove all your personal property from the unit (including the garage and all outdoor areas) no later than the last day of your lease. This includes furniture, food, area rugs, garden hoses, gardening equipment, and potted plants. If you are unable to completely remove your belongings prior to that date, please let us know immediately so that we can make arrangements for your hold-over. If you do not make arrangements with us, we may consider any personal property which remains at the property to have been abandoned by you. We will dispose of all abandoned property in our discretion and at your expense.
- Provide your forwarding address to us in writing. Be sure to let the post office know as well.
- Please let us know of any needed repairs which may be outside your responsibilities, such as leaks, misaligned doors and windows, problems with appliances, gutters, roofs, foundations, stairs, wiring or plumbing.
- Return all keys, mail box keys and garage door openers.
- You must thoroughly clean the unit, including the following:
  - Cupboards and drawers: Inside and out. Remove all liners.

- Bathrooms: Showers, tubs, toilets, sinks must be scrubbed and mildew free. Dust all lighting fixtures. Clean all vents.
- Appliances: Clean the inside and outside of the refrigerator, oven, stove top, and if applicable, the microwave, washer and dryer. Defrost the refrigerator but do not disconnect it or turn it off. Run any garbage disposal for two minutes with cold water running.
- Kitchen: Clean all sinks, countertops and splash zones. Dust the tops of the refrigerator and cabinets.
- Remove all trash. If you have more trash than fits within your can(s), please make arrangements to have it removed no later than the day you move out.
- Floors: Sweep and wash all hard surfaced floors. Vacuum all carpeting. Treat and remove any stains.
- Remove all nails and picture hanging hooks. Patch and paint holes.
- Empty all closets and storage areas, including removing all hangers. Do not remove built in shelving or racks.
- Dust all blinds. Remove any curtains or window treatments which you installed, unless you make other arrangements with us.
- Fireplaces: Remove all soot and vacuum firebox.
- Utilities: Arrange to have the electrical, gas, cable, internet, telephone, garbage pickup and other services transferred to the landlord as of the last day of your lease. **DO NOT HAVE THE ELECTRICAL OR GAS SERVICES DISCONNECTED.**
- Turn off the heat/air conditioning.
- Close and lock all windows and doors.

Thank you.

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Address: \_\_\_\_\_

Move out inspection date: \_\_\_\_\_

Persons present at inspections: \_\_\_\_\_

Deficiencies noted: \_\_\_\_\_

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Signatures:

For Landlord: \_\_\_\_\_

For Tenant: \_\_\_\_\_

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*This checklist was prepared by Helen Sedwick of Bennett Valley Law.*

*After more than 20 years of practicing law with major firms in San Francisco, Helen Sedwick founded her own firm, Bennett Valley Law in 2007. She continues to specialize in commercial real estate transactions, primarily sales and acquisitions, leasing, entity formation, financing and management. Clients include developers, investors, start up companies, bio-tech companies, solar technology companies, wineries, restaurant franchisees and owners, and individuals. For more information, please visit [www.bennettvalleylaw.com](http://www.bennettvalleylaw.com).*

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