

TENANT MOVE-OUT CHECKLIST

FLOORING:

- Carpets must be professionally cleaned upon vacating. Call CBC Carpet Cleaning at 623-537-5544 to schedule a carpet cleaning. A copy of your receipt must be turned in to CMS Properties and Real Estate (email or upload to your tenant portal). If another carpet company is used it must be a truck mounted system. If you use another company and the carpets are not cleaned to our standards, you risk the change of having the carpets re-cleaned at your expense.
- Provide CMS Properties and Real Estate with carpet cleaning receipt.
- All hard-surface floors mopped
- Baseboards wiped down or dusted

GENERAL:

- Remove all picture hooks, nails and screws from the walls. (Do not paint the walls – mismatching the color or sheen can be costly and will be charged to your security deposit if it needs re-done. (we do not charge for filling holes unless there is an unusual quantity or if holes are large (as in from a mounted TV).
- Wipe any marks off walls or doors
- Replace any burned out lightbulbs.
- All blinds and fans dusted
- If water softener is on property, be sure the unit has sufficient salt in it or you will be charged for salt replacement.
- All plant shelves dusted
- Interior of all closets wiped down
- Windows as clean inside and out as when you took possession
- All closets emptied and all shelves wiped down
- Any changes made to the property by you during your occupancy must be restored to the original condition unless otherwise agreed to in writing.
- HVAC air filters clean and/or replaced with new. (If a washable filter, then cleaned).
- Air vent covers free of dust.
- Fireplace cleaned and vacuumed out (if applicable)
- Sliding glass doors cleaned inside and out and tracks cleaned
- Furnish post office with your forwarding address for your mail

KITCHEN:

- Remove all food from refrigerator and clean inside and out
- All cabinets and drawers cleaned inside and out
- Pantry cleaned inside and wiped out
- Clean grease and dust from Exhaust fans/vent covers

- Appliances cleaned inside and out
- Walls and floors free of food stains
- All countertops cleaned
- Garbage disposal cleared and running freely

BATHROOMS:

- Toilets cleaned
- Bathtub, shower, shower doors and fixtures cleaned
- Cabinets and drawers cleaned inside and out
- Medicine cabinets cleaned inside and out
- Mirrors cleaned
- Linen closet wiped inside
- Sinks and counters cleaned
- Floors cleaned

LAUNDRY:

- Floors cleaned
- Counters cleaned
- Cabinets cleaned inside and out
- Washing machine wiped out and free of soap residue
- Dryer wiped out and free of lint

GARAGE and EXTERIOR:

- Remove all trash from property and ensure trash cans are empty. If CMS Properties and Real Estate has to make arrangements to have the trash can(s) emptied you will be charged \$75. This charge will cover us having to put the trash can out for the collectors and then return to pull it back in from the curb. This will be deducted from your security deposit.
- Garage floor swept or mopped
- Garage cabinets emptied and wiped out
- Be sure grounds and lawn are trim and clean, free of weeds, etc.
- Yard free of animal waste
- Any sheds cleaned out
- Built in BBQ Grill area cleaned

UPON LEAVING:

- Upon leaving, be sure to secure the property by locking all windows and doors
- Set the thermostat to no higher than 82 degrees between April and October and no lower than 50 degrees from October – March. (NOTE: Failure to comply with these instructions may result in damage to the home for which you may be responsible.)
- Leave all remotes in the home (ie garage, fans, pool, other).
- Provide CMS Properties and Real Estate with your forwarding address.

We thank you for being a great tenant with us and wish you the best with your move!

Estimated Cost Sheet

Upon Move-Out the property will be inspected and any items not properly taken care of may be deducted from your security deposit. An estimated cost sheet is listed below for your reference and/or planning purposes.

Please note that these costs are *AN ESTIMATE AND ARE APPROXIMATE and are for your planning purposes only.* This is not to be considered a comprehensive list but a guideline. Final deductions will be based on the actual cleaning or repair costs incurred by the respective contractor or vendor.

ITEM	POTENTIAL COST
Haul trash, debris or unclaimed items	\$100 +
Clean Stove	\$50
Clean Refrigerator	\$50
Clean Blinds/Window treatments	\$10 each
Clean/Mop Floors	\$25 per room
Clean Bathrooms	\$50 + per room
Washing Walls	Hourly rate
Replace Burned out Lightbulbs	\$10 per bulb
Replace HVAC Filters	\$10 per filter + cost of Filter
General Cleaning or Repair Work	\$55 per hour
Cleaning Crew	As per billed rate
Carpet Cleaner	As per billed rate
Trip Charges by Property Management	\$55 minimum

CMS Properties and Real Estate
16810 E Ave of the Fountain #222
Fountain Hills AZ 85268
480-571-3131
www.CMSprops.com