

## **EXIT CHECKLIST**

- All belongings have been removed from all rooms, including: basement, garage, deck, patio, cabinets, drawers, fridge, etc.**
- All repairs have been made.**
- Cleaning is complete (please use “How to Clean Unit..”) for proper cleaning guidelines.**
- Carpets have been professionally cleaned and you have a copy of the receipt to produce to Go Rental Team. Allow plenty of time for cleaning company to get this on their schedule.**
- Rent is paid in full.**
- Contact utility/phone companies to have the meter read the day following the last day of your lease.**
- Ensure all light bulbs are working.**
- Be aware of your final walk through day/time. It is to your advantage to be present for the walk through.**
- All keys are turned in at final walk through: house keys, security door keys, mail keys, and garage door openers.**
- Leave a forwarding address with Go Rental Team to receive security deposit, if applicable.**

# WALK-THROUGH GUIDELINES

**To be ready for your final walk-through inspection, your belongings need to be moved out and the cleaning must be done. At the time of your scheduled walk-through, we require that all personal contents be out, repairs made, and cleaning is completed, as well as carpets shampooed. A copy of the receipt will be required for the carpet cleaning.**

## **ONLY ONE (1) WALK THROUGH WILL BE SCHEDULED.**

GO Rental Team will contact you for your walk-through at least one week in advance to avoid schedule conflicts. To be ready for your walk-through, all your belongings must be moved out of the property and the cleaning complete. Walk-throughs will normally be made during the hours of 8:30 AM – 4:00 PM Monday

– Friday. It is to your advantage to be present at the walk-through. All leases expire at noon on the lease expiration date.

Make sure that the following has been done before your inspection.

1. Rent must be paid in full.
2. Empty your unit of all personal belongings.
3. Your unit should be cleaned using the attached “How To Clean” sheet as a guide. Cleaning must be completed prior to the time of the scheduled walk-through.
4. Utilities for which you are responsible for must be left in your name until your lease expires. This means if you leave a day or two early, you must have the meter read the day following the last day of your lease. Please contact utilities for final reading at the end of your lease term.
5. All light bulbs must be working.

All keys: house keys, security door keys, mail keys, and garage door openers must be returned at the time of the walk-through. DO NOT GIVE KEYS TO THE NEW RESIDENTS. Any keys not returned at the time of the walk-through will result in a lock change at your expense.

Deposits are returned within thirty (30) days after your lease obligation has been fulfilled with satisfaction of all rent and other charges. Be sure to leave a forwarding address with the office. Fill out a change of address form with the Post Office so that your mail will be forwarded to your new address. Contact your phone company to cancel your phone service.

**The carpet must be professionally cleaned (NO RUG DOCTORS, EXTRACTION METHOD ONLY). A receipt must be provided at the time of walk-through. May – August and December are peak periods for most carpet cleaning companies. You should plan accordingly and schedule your carpet cleaning appointment in advance. Cleaning the carpet is the last item done before walk-through, since placing furniture on wet carpet may leave dents and dirty marks and may require you to re-clean. Failure to have carpets cleaned on or before your move-out inspection date, may result in addition costs charged by the carpet cleaning companies for “Same Day” service.**

**Resident** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resident** \_\_\_\_\_ **Date:** \_\_\_\_\_

## How to Clean Unit for Healthier Living and Easier Moving By Landlords of Iowa, Inc.

For monthly/periodic cleaning any tenant who follows the suggestions provided should be maintaining a clean and sanitary household. Moving time will also be much easier after having kept up with periodic cleaning during tenancy.

After giving the 30 or 60 day notice to move (in writing and dated), a Tenant knows it is time to start planning. Moving takes time and work. Besides cleaning and organizing Tenant's new home, Tenant must clean old home too. Start early! Start collecting boxes, sorting through belongings, packing and cleaning now!

To Tenant moving in or preparing to move out: Remember these points:

1. Moving out is easier for Tenant who cleans regularly and takes care of unit during tenancy.
2. Set a scheduled cleaning day and stick to it!
3. Landlord will charge Tenant for cleaning and repairs that Tenant has not done and which Landlord must do before new Tenant can move in.
4. To avoid charges Tenant must leave unit in as good a condition as when Tenant moved in.
5. Landlord will charge Tenant for hauling away any items such as: cars, furniture, toys, clothing, bags of trash, etc. left on premises after Tenant leaves.

LIVING ROOM, DINING ROOM, BEDROOMS, ENTRY, HALLWAY, STAIRWAYS, PORCHES

Start in any of above rooms, leaving the kitchen and bathroom until last. Remember to empty and clean the closets. In above rooms/entry areas, do the following:

1. Sweep cobwebs down from ceilings, walls, drapes.
2. Wash all hand prints and any other marks or dirt from the walls, woodwork, doors, stairways, light switches, etc.
3. Wipe down woodwork, baseboards, closet and cupboard shelves. Consider waxing unpainted wood unless it's to be painted.
4. Check for broken windows, screens, doorknobs, window locks, dripping faucets, running stools, etc. Make a list of items broken or in need of repair.
  - a. Give landlord a copy of your list.
  - b. Landlord and Tenant together can make arrangements for the necessary repairs or replacements. Make no repairs without Landlord's written approval.

5. Obtain Landlord's written permission before washing curtains or drapes (if they are provided).
6. Clean windows – glass inside/out, frames, sills, and ledges.
7. Replace smoke detector batteries, broken or missing curtain rods, etc.
8. Light fixtures – Carefully wash fixtures; carefully remove glass gloves/covers & wash; replace broken, missing, or burned-out bulbs with like bulbs of same wattage as originally furnished.
9. Ceiling fans – Dust and wash top of fan blades.
10. If Tenant made small holes in the plaster, ask for patching compound and instructions for use.
11. Carpets were clean when Tenant moved in and are to be clean when Tenant moves out. Check with Landlord for regulations pertaining to cleaning carpets. If cleaned before moving, keep them covered with sheets, towels, rugs, or something. Carpet cleaning businesses are especially busy at the end of the month. Call early for cleaning date so cleaning can be completed on time – preferably immediately after you have moved out and prior to the move-out inspection, if possible.

#### BASEMENT AND/OR ATTIC

Tenants with basements/attic are wise to get each cleaned out early in preparation for moving.

1. Sweep down cobwebs from walls, rafters, ceilings, etc.
2. Clean out all trash; put it in approved bags; carry out in time for garbage pick-up.
3. Sweep the floors. Vacuum if necessary.
4. Do not leave anything behind for Landlord to haul away.
5. Call Goodwill or St. Vincent to pick up furniture or other large items. Carry items to curb for pick up.
6. Your city may also have a large-tem scheduled pick-up, which you can arrange and pay required fees.

#### NOW THE BATHROOM!!!

1. Sweep cobwebs from ceilings, wall, etc.
2. Wash woodwork, ceilings, and walls.
3. Scrub sink, tub/shower, tub enclosure, shower doors, track and faucets. Clean lime on faucets.
4. Scrub toilet bowl using industrial strength cleaner and good bowl brush. Clean outside of stool also.
5. Scrub/wax floor paying special attention to behind and under tub/around stool. Do

not use string mop.

6. If Tenant caused small holes in walls or ceiling, ask for patching compound. Don't try to patch large holes because you could easily create a bigger problem. If large holes are not properly patched, the removal of your patch attempt can create much more expense for the landlord and ultimately for you.

## LAST BUT NOT LEAST – THE KITCHEN

Kitchens can hide more dirt than all of the other rooms put together. Much of this cleaning should be done with a good grease-cutting cleaner such as 409, Target, Fantastik, or Spic N Span ammonia.

1. Sweep cobwebs from ceilings, walls, etc.
2. Wash ceilings, walls, woodwork, window frames, ledges, sills, doors, baseboards, and cupboards thoroughly until ALL grease is gone.
3. Wash window glass with cleaner containing ammonia. Wash windows twice if necessary.
4. Clean cupboards one at a time. Throw out anything not wanted for easier packing.
  - a. Empty contents of cupboard onto counter.
  - b. Scrub whole interior; back walls/sides; top/underside of each shelf; doors – inside/outside.
  - c. Scrub tops on any exposed cupboards.
5. Clean stove/refrigerator.
6. Next, scrub/wax floor using property cleaners & wax. Do NOT use string mop.

*Clean refrigerator and stove last days before moving.*

## REFRIGERATOR CLEANING

Cleaning the refrigerator at moving time is not such a horrendous job if done periodically during the tenancy.

1. Pull the refrigerator out and vacuum or sweep dirt and dust balls underneath and behind. Remember to vacuum coils under and/or on the back of the refrigerator. Scrub the sides, top, back, and door(s) of the refrigerator.
2. Scrub/wax floor under and behind the refrigerator.
3. Turn off both refrigerator and freezer.
4. Empty refrigerator and freezer for defrosting. Put frozen items in cooler or cardboard box with ice or blue ice. Cover frozen food with a towel or newspaper.
5. Remove shelves/racks/crisper drawers to wash.
6. If freezer is not self-defrosting and there is a thick ice build-up, place a bowl/pan of very hot water in freezer to help melt ice. Also use hair dryer to blow hot air on ice. Do NOT try to break up the ice with any implement such as a knife or ice pick. This should result in serious damage to refrigerator. Put a cake pan, dishpan, towels inside to catch defrost water.

7. Wash shelves and crispers; dry thoroughly but don't replace them yet.
8. Completely wash inside of refrigerator, shelves, and compartments in the door. Clean door gasket very thoroughly. Clean top and bottom of door and gasket on door.
9. Wash outside of door(s); remember the handles.
10. Remove grill vent across bottom of refrigerator and wash well. Get down on hands and knees to locate and remove drip pan. If it's full, remove it carefully and then empty it. When freezer is defrosted, wash up the drip pan and replace it.
11. After freezer is defrosted, remove any bowls/pans, etc.; wash interior and wipe dry.
12. Remove any pans from refrigerator. Wipe up spills on floor, checking behind and underneath.
13. Carefully push refrigerator back in place.
14. Replace shelves/crispers. Be sure drip pan is back in place. Replace bottom grill vent.
15. Check that refrigerator is plugged in; turn on controls for both refrigerator/freezer.
16. Return usable food items to refrigerator.
17. Admire your clean refrigerator. Promptly and properly dispose of throw-away food items.
18. Keep refrigerator clean.

#### FINALLY, THE STOVE – [THE TOUGHEST JOB]

Cleaning the stove and oven at moving time also will not be such a horrendous if done periodically during tenancy.

1. Carefully pull out stove. If gas stove, be wary of breaking gas line. Sweep up the dirt; scrub under/behind; wax floor.
2. Scrub the side/back of stove, wall behind stove and cupboards beside stove. Push stove back in place after floor is dry.
3. Clean burners, drip pans, under burners and inside stove top under burners. If burners are extremely dirty, remove and place with oven racks for cleaning or place in oven, spray with oven cleaner when oven is cleaned or spray with oven cleaner and set in sink overnight.
4. Clean oven. This not really hard. Follow instructions on oven cleaner container and/or below:

#### OVEN CLEANING

If oven is self-cleaning or continuous cleaning, do not use oven cleaner inside of oven nor on oven door. Follow manufacturer's instructions for self-cleaning ovens. For continuous cleaning ovens, clean thoroughly and carefully, but do not use any harsh abrasive cleaners nor oven cleaner. If oven is not self-cleaning, follow the instructions below:

1. Following items are needed for oven cleaning: rubber gloves to protect your hands; one quart of ammonia; 2 extra-heavy garbage bags; Easy-Off or Dow oven cleaner; one can of Slip-Off spray silicone; plenty of rags and newspapers; a putty knife

and/or scratch scraper.

2. Spread newspapers on floor in front of stove.
3. Remove everything from oven – broiler pan, racks, side rails, other pans, etc.

**GAS STOVE** – Heat oven to 200 degrees for 10 minutes; shut off; spray heavily with oven cleaner, close oven door. Let stand 15 minutes to soak and cool.

**ELECTRIC STOVE** – Spray oven heavily with oven cleaner, shut oven door, heat oven to 200 degrees for 10 minutes, shut off, cool.

1. When oven is cool enough to proceed, wash out with a throw-away rag. Scour with a scrubber, use putty knife or scraper to scrape thick spots that remain. If oven is not clean, repeat spray procedure. Finish with clean wet rag.
2. While oven cleaner is working,
  - a. Place one garbage bag inside other; place opened newspaper flat inside bag.
  - b. Put oven rack inside bags on newspapers and cover with more newspapers.
  - c. Place broiler pan and rack next to covering with more newspaper.
  - d. Continue layering items to be cleaned and newspapers.
  - e. Do NOT put in drip pan from the stove burners; soak these in hot soapy water or in oven with oven cleaner. Rinse.
  - f. Carefully place bags in bathtub or outdoors.
  - g. Holding garbage bag ends up a little, pour bottle of ammonia into bag on top of newspapers. Quickly seal bags and let stand 5-6 hours. Be sure bags don't leak. DO NOT move bags.
  - h. When time is up, these items will clean like new with little effort! Use scraper on stubborn spots.
  - i. Put the oven back together, spray heavily with "Slip-Off" and close the door.

#### THE BROILER

1. If broiler pan wasn't placed in bag with oven parts, soak in hot soapy water 15-30 minutes. If broiler pan doesn't fit in sink or dishpan, try the tub.
2. Use putty knife or spatula for heavy build-up.
3. Use scrubber/SOS pads to clean.
4. For gas stove, clean top, bottom, and sides of broiler compartment thoroughly.

#### GARAGE/DRIVEWAY/CARPORT/PARKING

1. Remove all trash and personal belongings from the building including above the rafters.
2. Sweep down cobwebs; sweep up the floor and/or concrete driveway.

3. Use degreaser to clean oil stains.

**YARD AND GARAGE – AREAS**

1. Pick up trash; place in bags or garbage cans at curb.
2. Rake areas if necessary.
3. Bag refuse and dispose of properly.

***THANK YOU. YOUR EFFORTS WILL PAY OFF.***

Getting ready to move is hard work. Try not to dirty unit before moving.

After Tenant has moved out complete is the best time for final vacuuming, shampooing carpet, and cleaning bathroom and kitchen floors. Study the Security Deposit Agreement and double-check this document to see that everything has been completed. When unit is completely cleaned to satisfaction of Tenant, call Landlord for final move-out inspection and return copies of all keys. Provide forwarding instructions or address to Landlord.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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