

MOVE-OUT CHECKLIST

FULL SECURITY DEPOSIT RETURN



36693 Moravian Drive
Clinton Township, MI 48035

With diligence while you complete this checklist, you can assure full return of your security deposit. Gutow Management will work with you in any way we can. You will have an opportunity to receive your whole security deposit back if you put a checkmark after you complete each task listed below.

USE THIS LETTER AS YOUR (date according to lease) 2:00 P.M. MOVE-OUT CHECKLIST!

(Work crews start at 2:00. You and your possessions must be out!)

Contact all utilities and **pay bills in full through (date according to lease)**. (See Page 2 for details.)

_____ Board of Water & Light (**electric bill**) _____ Ameritech
_____ Consumers Energy (**gas bill**) _____ Comcast Cable
_____ City of East Lansing Water Department (**water bill**)

Do not leave **any** of your possessions behind. Move out **everything** of yours. Check every floor and every room. Leave **nothing** of yours inside any cupboard, drawer, cabinet, closet, or appliance. The more **honest** and **thorough** your work, the more your security return will be. **Leave on the refrigerator.**

- _____ Vacuum, dust, wash, clean, every room, closet, hallway, laundry area, stairway, and stair landing.
- _____ Spotlessly clean bowls, sinks, tubs, showers, walls, mirrors, cabinets, and floors. Polish chrome.
- _____ Wipe clean the kitchen cupboards (inside and out), splash boards, sink, walls and floor.
- _____ Clean the refrigerator (inside and outside of appliance, including under and inside drawers).
- _____ Clean the stove (top including circles, stove cover and light, front door, oven, drawer).
- _____ Clean the inside and outside **all appliances** including **washing machine, dryer, dishwasher**, etc.
- _____ Remove dirt and gum from hardwood and vinyl floors.
- _____ Wipe and clean the baseboards (ledges around rooms' edges and along stairways.)
- _____ Wipe and clean the window ledges. Vacuum/wash away any debris between glass and screen.
- _____ Remove all stickers and posters.
- _____ Patch any holes in walls. Sand. Spot paint with primer sealer before painting. (Pages 2, 3)
- _____ Remove all your furniture, canned goods, cleaning supplies, clothing, magazines, etc.
- _____ Leave behind no garbage, no litter, no trash, no paper, no furniture. (Avoid \$186 fine. See Page 2)
- _____ Leave litter free the front, side and back yards.
- _____ Leave cobweb and litter free, swept, and clean the **porch(es)** and **garage(s)** and **basement**.
- _____ Replace dead batteries in all detectors. Every detector must be present and working.
- _____ Place a working light bulb in every light socket. Every light must have an intact globe or sleeve.
- _____ Replace any cracked, broken, or missing plate covers for cable, electrical, or telephone outlets.
- _____ Mini blinds must work and have no missing, broken, or twisted slats. (See Page 2)
- _____ Repair/replace broken windows or torn screens including in any doors. (See Page 2)

Do below before you exit your house for the final time or you must expect losses from security deposit:

- _____ Place all **keys** on the kitchen counter. (We will have to charge for replacements.)
- _____ If you move out **early**, please lock house. Turn in labeled keys to 681 Moorland drop box..
- _____ **PHONE 517-749-4767 just as you exit for last time to tell us to come pick up keys and lock up.**
- _____ Place this **check list** beside the keys. Show honest check marks next to line items above.
- _____ Leave a stamped, self-addressed **envelope** to the house manager. Include telephone number.
- _____ We will use this envelope to mail the security deposit.
- _____ ***Be kind to the next tenant: If your bedroom door uses one, please leave the key in the lock.***