



MOVING OUT

Instructions and Checklist

The purpose of this document is to provide you with move-out instructions and procedures.

We hope you enjoyed living in a LIVV WELL home!

We're dedicated to working with our tenants to keep LIVV WELL properties in great shape. Everyone deserves a nice home, and our owners trust us to be good stewards of the great properties they provide. Please, help us preserve and maintain an awesome home for many future residents.

We expect you to leave your rental home in the condition you received it. We provide these instructions and guidelines to help you obtain the maximum refund from your deposit!

Any repairs, painting, cleaning, trash removal and other expenses associated with returning the condition of your home to its move-in condition will be deducted from your security deposit.

Move-Out Checklist

- _____ Call, text or email your property management coordinator 3-5 days in advance to schedule your move-out inspection.
- _____ Remove all items from the property, including all rooms, closets, attic, crawlspaces, basement, storage units, garage, yard and driveway.
- _____ Thoroughly clean the home (see cleaning checklist for more help).
- _____ Remove all trash and garbage from the property. Do NOT pile garbage at the curb or in any trash bins left behind.
- _____ Ensure all light fixtures have proper, working light bulbs in all bulb sockets.
- _____ Ensure all smoke alarms are in good working order and have working batteries.
- _____ Ensure furnace filter is in adequate condition and change if necessary.
- _____ Meet your property management coordinator at the home for your move-out inspection.
- _____ Give your property management coordinator your new forwarding/ mailing address.
- _____ Return keys as instructed.

Cleaning Checklist

Your rental property must be thoroughly cleaned when you move out. If it is not cleaned satisfactorily, we must pay someone to clean the home, and the cost of their supplies and labor will come out of your security deposit. In addition, all items (personal belongings, garbage and otherwise) must be removed from the property. Removal service fees for items left behind will be charged to your security deposit. If you have any questions, please contact your property management coordinator.

While this list may not be all encompassing, we hope it assists you as you prepare for you move-out inspection!

General

- _____ All **floors** swept/vacuumed and washed.
- _____ All **baseboards and woodwork** wiped clean.
- _____ Dust on all **light fixtures and fans** should be removed.
- _____ All **shelves** should be dusted and cleaned.



- _____ All **walls and ceilings** dusted and wiped clean. All dirt, smudges, grease and grime should be washed off.
- _____ All **windows** should be washed on the inside using streak-free cleaner.
- _____ All **window treatments**, including **blinds** should be dusted and cleaned.
- _____ All **window sills and tracks** should be cleaned and free of debris.
- _____ All **door handles** should be wiped clean with a streak-free cleaner.
- _____ All **light switches** should be dusted and cleaned.
- _____ **Decks and patios** should be swept and cleaned.
- _____ **Carpet** should be vacuumed and cleaned.
- _____ Remove all **items (personal belongings and otherwise)** from the property, including all rooms, closets, attic, crawlspaces, basement, storage units, garage, yard and driveway.
- _____ Remove all **trash and garbage** from the property. Do NOT pile garbage at the curb or in any trash bins left behind.

Kitchen

- _____ **Refrigerator** and **freezer** should be defrosted and turned on low. DO NOT turn off refrigerator.
- _____ Scrub and clean out **sink**. Use streak-free cleaner to wash and shine **faucet and drain**.
- _____ **Cabinets** should be washed inside and out. All paper should be removed and shelves thoroughly cleaned.
- _____ **Dishwashers** should be cleaned inside and out.
- _____ Thoroughly clean inside and outside of **stove**, including the oven, range pans and top, temperature knobs, door and drawer handles, broiler grills and shelves.
- _____ Wipe down **range hoods, exhaust fans and vents** with streak-free cleaner.
- _____ Thoroughly clean inside and outside of **refrigerator**, including top, front, sides, shelves, drawers, and door handles.
- _____ Thoroughly clean inside and outside **microwave**, including bottom, front, sides, top, plate, door and door handle.
- _____ Clean **underneath, behind and between stove and refrigerator** areas. Pull out and return carefully.
- _____ Wash all **Countertops**.
- _____ Entire **backsplash** should be washed, removing all dust and grease.



Bathrooms

- _____ Thoroughly clean **vanity and sink**, including faucet and drain.
- _____ Clean vanity and medicine **cabinets** and towel **closets** inside and out.
- _____ Clean **toilet**, from the top of the tank to the base of the toilet, including inside, around, under and behind the bowl.
- _____ Thoroughly clean the **tub** and/or **shower**, including base, sides, faucet and drain, removing all mildew and soap residue.
- _____ Clean the **mirror**, using streak-free cleaner.
- _____ Sweep and mop the **bathroom floor**.
- _____ All **tile** should be washed and grout cleaned of all mildew and soap residue.

Bedrooms

- _____ Bedroom **floors** should be swept/vacuumed and washed/cleaned.
- _____ Wipe down **walls**, removing dust, dirt and smudges.
- _____ Dust all **woodwork, window sills, light fixtures and fans**.
- _____ Clean all **window tracks**.
- _____ Clean **closets**, shelves and rods.
- _____ Wash all **windows** with streak-free cleaner.
- _____ All **door handles** should be wiped clean with a streak-free cleaner.
- _____ All **light switches** should be dusted and cleaned.

Laundry

- _____ Wipe down front, sides, top of **washer and dryer**, removing lint, dust, soap residue and buildup.
- _____ Clean appliance knobs and face.
- _____ Clean **under washer lid**, to remove all dust, dirt, soap residue and buildup.
- _____ Sweep and dust **behind washer and dryer**.

Garage

- _____ **Garage** should be completely empty and swept out.



Miscellaneous

- _____ All **hallway floors** should be swept/vacuumed and cleaned/washed.
- _____ Ensure all light fixtures have proper, working **light bulbs** in all bulb sockets.
- _____ Ensure all **smoke alarms** are in good working order and have working batteries.
- _____ Ensure **furnace filter** is in adequate condition and change if necessary.
- _____ **Lawn** trimmed and cut properly (if applicable). All leaves should be raked and removed and all tree and plant beds should be weeded and tidy.

Move-out Inspection

Call, text or email your property management coordinator 3-5 days in advance to schedule your move-out inspection.

All items and trash should be removed from the property and the home should be thoroughly cleaned prior to the inspection. Use the cleaning checklist to maximize your security deposit refund.

Meet your property management coordinator at the home for your move-out inspection, where the condition of your home will be assessed, documented and compared to the conditions listed on the move-in property condition form completed during your initial walk-through. If this form was not received within 7 days of your move-in date, LIVV WELL Property Management and tenants agree that the home was in good, safe and sanitary condition upon move in and that no real or personal property on the premises are damaged, deficient or flawed in any respect.

Utilities

To avoid unnecessary charges, notify utility companies that your account needs to be transferred to a new address or discontinued after the last day of your lease. Keep all utilities on until the day after your move-out inspection is complete. Tenant utility responsibilities vary by home and may include water, sewer, electricity, gas, trash, recycling, cable, internet, telephone, home security, lawn care, snow removal, city services, community maintenance, pool access and maintenance, gym access and maintenance, community security, and association fees.

New Address

Leave your forwarding address with your property management coordinator. Within fourteen days, you will receive your security deposit refund and documentation of all charges.

Update your mailing address with the U.S. Postal Service (<https://www.usps.com/>) as well. With a few clicks and a \$1.05 charge to your credit card (the charge verifies your identity), USPS® mail and package forwarding services will direct your mail to your new address.

