

TexCen Realty
MOVE-OUT / CLEANING CHECKLIST

Please make sure each item is completed upon move-out:

- Submit forwarding address and contact number
- Door keys must be dropped at office (820 W FM 1626 Austin, TX 78748)
- Garage opener(s) left in kitchen drawer closer to refrigerator
- Utilities (electric & water kept on for at least 3 days after move-out)
- All rent paid
- All late fees paid
- Carpet professionally cleaned [SCProservices - 512-281-3368] (Leave a copy of receipt in kitchen drawer)
- All smoke detectors are mounted and batteries working
- Windows are unbroken
- Screens are on windows and unbroken
- Inside windows and windowsills cleaned and free of dirt
- Blinds cleaned and free of dirt
- All doors and trim are wiped cleaned and free of dirt and smudges
- All cabinets are polished and wiped cleaned and free of dirt
- All baseboards are cleaned and free of dirt and dust (inside closets)
- Remove all cobwebs
- Fireplace cleaned and free of dirt
- Shelves in closets and utility room cleaned and free of dirt and dust and any shelf lining installed needs to be removed
- Light fixtures cleaned and free of dirt and dust with all bulbs working
- Ceiling fans cleaned and free of dirt
- All vinyl/ceramic flooring swept and mopped
- Kitchen countertops cleaned and free of dirt and dust
- Dishwasher cleaned inside and out
- Refrigerator cleaned inside, out, under, and behind
- Stove top cleaned including burner, under burners lifting stovetop or drip pan
- Vent hood cleaned including replacing filter if needed
- Oven and broiler cleaned including pan and racks
- Kitchen sink cleaned and be free of soap scum
- Bathroom sinks and counters cleaned and be free of soap scum
- Bathtubs, step shower and surrounding tile cleaned and be free of soap scum
- Toilet and base cleaned
- Toilet seat needs to be replaced if stained or broken
- Mirrors cleaned
- Front and back porch swept
- Front/Back door and siding door on porch cleaned and free of dirt
- Garbage swept and cleaned of dirt
- Remove anything affixed to the house (Christmas lights)
- Oil stains in driveway and garage need to be removed
- All trash removed at move-out – NO Trash in Recycle Bin or Trash Can
- Yard mowed, weeded, and all trash removed
- Change A/C filter at move-out

If pet(s) in household the following items need to be completed:

- Remove all pet waste
- Replace damaged fence boards
- Fill topsoil where pet has worn
- Replace loss of grass
- When carpets are cleaned they must be “pet treated”
- Yard and/or Interior of home treated for fleas if needed