

TENANT MOVE OUT CHECKLIST

- ☐ All carpets are to be professionally cleaned and receipt must be provided by tenant. Please be sure to thoroughly vacuum carpet before you have them cleaned. Your security deposit may be held to cover the cost of replacing carpet due to unrecoverable stains beyond repair. **If your lease allowed a pet, please be sure to have a deodorizer placed on the carpet.**

We recommend using Bo's Carpet Cleaning: (734) 283-5278. Be sure to mention you are a tenant of SLATS Enterprises, Inc. for the best rate.

- ☐ All furniture, personal belongings and debris/trash are to be removed from unit. Do NOT leave anything behind. Cost of removing any remaining items will be deducted from your security deposit.
- ☐ Unit is to be thoroughly cleaned – it must be as clean as when you moved in, or a professional cleaning fee will be deducted from your security deposit.

Please note the following cleaning recommendations:

- Wash dirty walls, window sills and interior window glass
 - Wash/dust baseboards
 - Remove all stains from carpet
 - Flooring washed and carpet vacuumed (prior to carpet cleaning)
 - All items removed from cabinets and closets, wipe down interior
 - Refrigerator must be empty and clean. All appliances wiped down
 - Stove top and burners cleaned, interior of oven/broiler clean
 - Bathroom fixtures must be disinfected and free of mold and mildew
 - Remove shower curtain
- ☐ Please replace all burned out light bulbs
- ☐ All damages or excessive wear to your unit will be charged against security deposit. (ie: broken blinds, stickers on doors/walls/windows, broken tiles, broken or missing stove burners, etc.)
- ☐ Please be sure ALL your items are removed from storage area and carport
- ☐ DO NOT place any large items or debris/garbage NEXT to the dumpster. Please make sure all items are properly disposed of (or hauled away) prior to move out inspection. DO NOT fill dumpster! If a special pick up is required after your move-out, the fee will be deducted from your security deposit.

- ☐ Be sure to leave the fire extinguisher in your unit
- ☐ If you have painted, please return walls to a neutral color. (Contact office with any questions or clarification.)
- ☐ **DO NOT** shut off your utilities! Our office will arrange to have them transferred the day you move out.
- ☐ Please be prepared to return ALL keys, including copies you have made during your tenancy. Designated place to leave your keys: **on the kitchen counter.**
- ☐ Please remember to have your mail forwarded to your new address prior to moving
- ☐ Leave your forwarding address with your keys on the kitchen counter prior to moving out. (You may also email this information to our office.) Security deposit cannot be returned without this information.