

Tenant Vacating Checklist

The last few weeks before you move are exceptionally busy ones; however, we do request that you attend to a number of small but important details:

- Please provide us with the date you will be relinquishing possession of the property, along with a forwarding address.
- All utilities are to remain on and in your name until the final day of your tenancy or lease, whichever is applicable.
- Oil heat? It is your responsibility to provide an exact tank measurement from the oil provider.
- If vacating in the winter, set the thermostat at 60 degrees to prevent the pipes from freezing.

Please remember that a certain amount of cleaning is expected when you move out. It is always our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items we can provide a list of professionals upon request.

All Rooms

- If you have made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- Sweep ceilings gently for cobwebs/dust
- Clean ceiling fans/light fixtures/outlet and switch plates/exhaust fans and covers
- Clean around door knobs and face plates
- Replace missing or burned out light bulbs with matching bulbs
- Clean all doors, trim, baseboards and woodwork
- Clean all windowsills and window tracks (including slider door tracks)
- Clean inside all closets, including shelves and rods
- Clean cabinets and drawers inside and out
- Clean stair rails or ledges
- Lightly wash walls as necessary to remove smudges and stains – Small nail holes in walls should be left 'as is'. More than ten new holes in any wall will be considered beyond normal wear and tear. If you made larger holes, or molly bolt holes, it is considered beyond normal wear and tear and best to leave the repair to a professional. To bring the wall back to its original condition the minimum charge for any wall repair starts at \$75.
- Clean blinds to remove all debris
- Clean interior windows and screens to 8'
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- Vacuum/clean all heat vents, returns and air registers
- Clean out and sweep fireplace, clean fireplace screen and glass
- Sweep/mop floors
- All smoke detectors and carbon monoxide detectors must be in working order with appropriate lithium batteries as required.
- You may choose to have the carpets professionally cleaned prior to move-out. However, be aware that if the cleaning is not up to Owner/Agent's standards, carpets will be re-cleaned at your cost. Please contact us for preferred carpet cleaning companies.

Kitchen

- Complete "All Rooms" Checklist
- Clean/scrub stove/oven including control panel, knobs, racks, door, and broiler
- Clean hood vent, under hood vent, filter
- Replace burner drip pans if necessary
- Clean/scrub all cabinets, drawers, shelves, counters, backsplash and breadboards inside and out
- Clean/scrub refrigerator/freezer inside and out, including underneath and grillwork. Replace filter as needed.
- Leave refrigerator running; do not disconnect or turn off
- Clean/scrub microwave inside and out
- Clean/scrub dishwasher inside and out, including door edges
- Clean/scrub sink and faucet
- Garbage disposal should be clean and running freely
- Clean/scrub any food or grease stains off blinds

Keys

- All keys, garage door openers, parking placards, etc., must be returned to Mainlander Property Management or put in the afterhours drop box.
- Note: The Property Manager will inspect the property shortly after all keys are returned to our office. By returning the keys, you are relinquishing possession of the property. This signifies that cleanup is finished and Mainlander Property Management will proceed with turnover items. Rent is charged until all keys are returned.

Security Deposit

- A final inspection will be conducted after you relinquish possession of the property. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.
- As per Oregon Residential Landlord Tenant Act, we have 31 days to send your security deposit accounting starting the day your lease expires, and/or you return your keys (whichever is later). Remember to provide us with your forwarding address.

Living Room/ Dining Room/ Family Room/ Bedrooms

- Complete "All Rooms" Checklist

Bathrooms

- Complete "All Rooms" Checklist
- Clean toilet inside and out, including walls, base and baseboards behind toilet
- Polish mirrors
- Clean/scrub counters
- Clean/scrub cabinets, vanities and drawers inside and out
- Clean tub and shower, ensuring all soap scum is removed
- Clean caulk/grout
- Clean walls, ceilings and doors to remove spots and residue

Utility/Laundry Room

- Complete "All Rooms" Checklist
- Clean washer- outside, control panel, agitator, around lid
- Clean dryer- outside, control panel, lint trap
- Dust water heater and/or furnace
- Clean counters, utility sink, shelves
- Clean cabinets and drawers inside and out
- Change furnace filters as necessary

Garage

- Sweep floor, remove new oil stains from garage and driveway
- Wipe down/dust water heater/furnace
- Clear garage and attic of any personal belongings or garbage
- Clean garbage cans/recycle bins
- Leave garbage cans/yard debris/recycle in garage (please make sure they are empty and clean)
- Change furnace filters as necessary
- Clean interior windows to 8'

Grounds

If you are responsible for yard care:

- Mow and edge as necessary
- Weed
- Rake leaves if necessary
- Sweep patios, decks, driveways and walks
- Remove personal items
- Remove/dispose of any animal waste

Note on cleaning products:

If you have granite, marble, stainless steel, cork or wood surfaces in the home, please be sure to use appropriate, non-abrasive cleaning products only.

Estimated Cost Sheet

Prior to your move-in, the property was professionally cleaned, and any carpet was professionally steam cleaned. Upon your move-out, the unit is expected to be in the same clean condition.

Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. The prices shown are approximate costs. Final deductions will be based on the actual cleaning or repair costs incurred by the Owner/Agent from the respective contractor. Receipts will be provided.

1.	Haul trash, debris, unclaimed items	\$200.00 plus dump fee
2.	Clean stove	\$50.00
3.	Clean Refrigerator	\$50.00
4.	Clean mini blinds	\$10.00 ea.
5.	Clean uncarpeted floors	\$25.00 per room
6.	Clean bathroom(s)	\$25.00-\$50.00
7.	Vacuum carpet	\$25.00+
8.	Clean carpets	\$100.00 minimum
9.	Clean all mirrors cabinets, drawers, and shelves	\$25.00 per room
10.	Washing walls	\$25.00-\$50.00
	For difficult stains, the cost is calculated by the hour	
11.	Replace missing, burned-out or mismatched light bulbs	\$5.00 ea.
12.	Flea Treatment	\$185.00 minimum
13.	Replace dirty HVAC filters	\$55.00 plus cost of filter
14.	Remove pet waste from any area	\$100.00 plus
15.	Mow and trim lawn	\$75.00 plus
16.	Weed and mulch beds	\$75.00 plus
17.	Clear clogged drains (if hair/food is the cause)	\$55.00 minimum
18.	To deodorize entire house or unit	\$200.00 minimum

There is a minimum service charge of \$55.00 per hour

Painting:

Interior paint is expected to last five years. If the property was freshly painted when you moved in, and the paint is needed again on your move-out, you will be charged:

- 100% if occupancy was 18 months or less
- 75% if occupancy was 19-30 months
- 50% if occupancy was 31-48 months
- 25% if occupancy was 49-60 months

If the property was not freshly painted at your occupancy, you will be charged the pro-rated amount from the date of the last painting.

Carpeting:

Cleaning: As per Oregon Residential Landlord Tenant law, the Owner/Agent may deduct the cost of carpet cleaning from your deposit if it does not appear to be professionally cleaned. If you hired a professional carpet cleaning service before delivering possession back to the Owner/Agent you must provide a receipt from the company. Owner/Agent reserves the right to re-clean if deemed necessary.

Replacement:-Carpet is expected to last 10 years. If the carpeting was new when you moved in, and it needs to be replaced at your move-out, you will be charged:

- 100% if occupancy is less than 60 months
- 75% if occupancy is 61-96 months
- 50% if occupancy is 97-120 months
- 25% if occupancy is 121-144 months

If carpeting was not new upon occupancy, the pro-rated amount from the date of carpet installation will be charged.

If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub-floor, the actual cost of the process will be charged to your security deposit. If the carpet is torn, shredded, or if stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.