



CHECKOUT INSTRUCTIONS

I will be coming by to inspect the property the morning after your scheduled move out date. I will only do one move out inspection so make sure you are completely done the day before. You will not be given 2nd and 3rd chances to finish cleaning or fixing things. Here are some of the things I will be looking for:

- ☐ Clean the unit. Commonly forgotten items that need to be cleaned:
 - ☐ Dirt on the baseboards, door trims, door handles
 - ☐ Wipe down doors
 - ☐ Wipe down walls
 - ☐ Wipe off all closet shelves and rods
 - ☐ Windows – inside and outside
 - ☐ Window sills and window tracks
 - ☐ Window blinds
 - ☐ Under the fridge and oven
 - ☐ Inside the fridge and oven
 - ☐ Inside all cabinets and drawers
 - ☐ Replace all drip pans on the stove
 - ☐ Remove vent filter over the stove and run it through the dishwasher
 - ☐ Vent cover over the stove
 - ☐ Inside and out of all light fixtures and ceiling fans
 - ☐ Air vents
 - ☐ Bathroom fans
 - ☐ Medicine cabinets
 - ☐ Soap scum, hair, and dirt from bathroom, bathtub, and bath walls
 - ☐ Inside all cabinets and drawers
 - ☐ The garage
- ☐ Replace all light bulbs that are out, inside and outside.
- ☐ Replace all batteries that are dead in smoke & CO alarms and keypad lock.
- ☐ Replace the furnace/AC filter.
- ☐ Fix/replace everything that you broke. Refer to your copy of your move in report, if you provided one to Kasteel Property Management at time of move in.
- ☐ Remove all nails and properly patch and paint all holes in the walls. Paint must be a **perfect match** in both color and sheen. Most paint stores can color-match if you bring a sample cut from an inconspicuous area of the wall and properly patch that area afterward. Please use caution. Improper wall repairs often cause additional damage. If repairs are not done correctly, the work may need to be sanded off and redone, which is time-consuming and costly. If you are unsure how to make proper repairs, it is best not to attempt them, as poorly done repairs may result in higher damage charges.
- ☐ Clean up the yard including the window wells.

This list is NOT inclusive. It is only a list of things that are commonly missed.

- **To authorize the eCheck return of your deposit go into your portal to Contact Us > Request Notice to Vacate.**
- **Your deposit will be processed in about 30 days from your last day. You may not apply the security deposit to your last month's rent.**
- **Collect all the keys, remotes, garage door openers, etc. and leave them on the kitchen counter.**
- **Leave the carpets vacuumed. Professional carpet cleaning will be deducted from your security deposit.**
- **Do NOT turn the heat off if it is winter.**
- **Tell the utility companies you are moving. Don't worry about needing to get the utilities transferred to a new person. We already have that lined up. You just need to tell them you are moving so it'll be out of your name on the right date.**
- **UPDATE YOUR ADDRESS WITH AMAZON.**
- **If you vacate and are done with the property early please let Kasteel Property Management know to help coordinate the transition.**

Thank you for renting from Kasteel Property Management.