

## CrossView Property Management Checklist

This checklist is to be used as a guide for cleaning your rental property upon vacating the home.

As you go through the property, utilize this list, and check off each item as you accomplish it.

### Dwelling

	Remove all of your belongings and garbage
	Repair any minor damages caused during your lease
	Clean exterior doors (both sides), walls, interior doors, and light socket covers
	Clean windows (inside and out where possible)
	Clean light fixtures and replace bulbs
	Clean window blinds and sills
	Clean any shelving, ledges and mantels
	Dust (including removal of all cobwebs) (Ceiling Fans)
	Vacuum and sweep floors (mop if applicable)
	Clean the fireplace
	Replace the A/C Filter

### Bathroom(s)

	Clean sinks, bathtub, shower, and toilet (inside and out)
	Clean cabinets, drawers (inside and out) and vents
	Clean mirrors
	Sweep and mop floors

### Kitchen

	Clean sink and counters
	Clean cabinets, shelves, and drawers (inside and out)
	Remove all food from refrigerator and clean (inside and out)
	Pull refrigerator away from wall and sweep and mop (underneath and behind)
	Run dishwasher and check to make sure there is no standing water after
	Clean exterior of dishwasher
	Clean stove top (on top and underneath) and replace drip pans
	Clean inside oven
	Pull range (if free-standing) away from wall- clean sides and sweep and mop (underneath and behind)
	Clean oven hood, fan and vent filter
	Sweep and mop all floors

### Exterior, Garage and Yard

	Remove all garbage, debris, and personal items from the property
	Mow and edge
	Weed Flowerbeds
	Trim Bushes
	Clean cabinets, shelves and drawers (inside and out)

	Clean any oil stains
	Sweep

**Carpeting**

	Have carpets professionally steam cleaned
	<b>Provide a copy of the receipt of service to your property manager</b>

**Pool Area**

	Clean the deck area
	Ensure the pool water is clean and clear

Important Notes:

- Per your lease agreement, utilities must remain on for 1 business day after the key turn in (excluding weekends and holidays).
- Return all keys and garage door openers to CrossView Property Management during business hours to complete the move out process.

Upon completing our move-out inspections, you will be notified within thirty 30 days via certified mail of any claims made against your security deposit. We hope you've enjoyed your tenancy.