

## VACATING CHECKLIST

We understand that your last few weeks of residence will be exceptionally busy ones; however, we do request that you attend to a number of small but important details.

- ✓ We must know the exact date the home will be completely vacant so we may represent the property as being available for new tenants on that date and so that the final inspection can be scheduled.
- ✓ If vacating in winter, set the thermostat no lower than 60 degree to prevent freezing of pipes.
- ✓ We must have your forwarding address.
- ✓ All utilities must remain on until the final day of your lease unless otherwise authorized and you must provide us with proof of payment of your final water bill where applicable.

Please remember that a certain amount of cleaning is expected of you when you move out. It is 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 have a list of professionals that we can refer.

**\*\*\*Do not attempt to touch up paint or putty holes in walls\*\*\***

### Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed in the dishwasher.
- Kitchen cabinets, shelves, drawers, and countertops must be washed inside and out and all shelf liners removed.
- Refrigerators and freezers must be cleaned inside and outside. They must also be pulled out and all dust and dirt must be removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators and freezers running; do not disconnect them or turn them off.
- Stoves, ovens, cook tops and microwaves must be cleaned inside and outside including areas around and underneath them. Do not use steel wool on appliances, plastic scrub pads work best. Be sure to operate the self clean cycle if applicable.
- Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals washed out and wiped clean.

- Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease.

## Bathrooms

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum and cleanser residue.
- All medicine cabinets, vanities and drawers must be cleaned inside and outside and any shelf liners removed. All mirrors should be wiped clean.

## All Rooms

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non carpeted floors should be free of stains, dust and debris and should be mopped.
- All windows, screens, window sills must be washed.
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings, and closet interiors must be free of smudges, grease and food stains. A light cleanser such as “Softscrub” will remove black marks from walls.
- All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- All smoke and carbon monoxide detectors must be in working order with fresh batteries.
- Laundry and utility rooms must be free of dust, dirt and debris.
- Washing machine exterior must be cleaned and the inside left free of soap residue.
- Dryer exterior must be cleaned and the filter screen left free of lint.
- A/C and furnace filters must be changed.
- All fireplaces must be broom swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned.
- **All carpeted surfaces including steps will be contracted by Sienna Properties and the actual cost will be deducted from your security deposit.**

## Grounds

- All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.
- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch.
- All shrubs must be neatly trimmed.
- All grass must be cut and free of debris.
- All walkways, patios, and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this.
- The garage must be swept clean.
- All dog feces must be removed.
- All holes in lawn filled with soil.

## Keys

- All keys, garage door openers, parking placards, etc., will be collected at the time of the final inspection. Kindly place them in an envelope and leave in plain sight on the kitchen counter.

## Security Deposit

- Your deposit can be refunded after final inspection. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.
- By Texas Property Code we have 30 days from the day your lease expires and/or you return your keys (whichever is later) to return your security deposit and accounting deductions. Remember to provide us with your forwarding address and proof of payment of your final water bill where applicable.

**Note:** All cleaning, yard work, etc. must be finished on or before the lease expiration date. Should you not fulfill all of these obligations, they will be completed for you by Sienna Properties at your expense.

**Sienna Properties will add a \$75 coordination fee to schedule repairs/unfinished work.**

Thank you for your cooperation.

The Sienna Properties staff.

### Estimated Cost Sheet

Prior to your move-in, your rental property will be cleaned, and any carpet will be 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 us from the respective contractor.

**Sienna Properties will add a \$75 coordination fee to schedule repairs/unfinished work.**

1.	Haul trash, debris, unclaimed items to city landfill.	\$200.00 + dump fee
2.	Clean stove	\$50.00
3.	Clean refrigerator	\$50.00
4.	Clean mini blinds	\$10.00 ea.
5.	Mop and wax all uncarpeted floors	\$25.00/rm
6.	Clean the bathroom(s)	\$25.00/rm
7.	Vacuum carpet	\$15.00/rm
8.	Steam-clean carpets	\$40.00/rm-.15 per ft
9.	Clean all mirrors, cabinets, drawers, and shelves	\$15.00/rm
10.	Replace missing or burned-out light bulbs	\$5.00 each
11.	De-flea and deodorize entire unit	\$ Actual Cost
12.	Remove pet feces from any area	\$100.00+
13.	Replace dirty a/c filters	\$15.00 ea.
14.	Mow and trim lawn	\$75.00+
15.	Weed and mulch beds	\$50.00+
16.	All other	\$Actual Cost



In accordance with your lease agreement, we require that your lease term be fulfilled and that a minimum of 30 days written notice be given prior to move-out. Failure to provide a 30 day written notice or the keys upon move-out could result in the loss of your security deposit.