

GUIDELINES FOR RENTAL MOVE OUT



**California allows 21 days from the move out date to return any security deposit.
Visit www.teefrank.com/wp-content/uploads/2018/07/CA-tenants-landlord-booket.pdf
for the California State Tenant/Landlord guide lines booklet**

Moving can be stressful and if you need a copy of the move in inspection document you submitted, or help of any type we will assist you.

You may schedule a pre-move out walk, and I highly recommend one.

Tenants are responsible for complete house cleaning upon move-out.

You are not responsible for “normal wear and tear”, although fees may be charged for excessive wear and tear, damage, improper or inadequate cleaning, or any damages arising from misuse, waste, or neglect to the property.

Written notice to the Property Manager must be provided in writing on what day the utilities will be turned off. Proof of utility payment must be submitted.

No credit for prepaid rent will be considered if you elect to move earlier then the notice date.

Door, mailbox and Rec/Pool keys to be returned to Property Manager.

Suspend rent payment on the tenant portal account after paying your last month’s rent.

Please forward mailing address to the Property Manager.

The list below are example reminders and not “all inclusive” for move out condition

GENERAL CLEANING

- Remove all personal belongings by the move out date.
- Repair any damage you may have caused. If substantial, hire a professional.
- Remove all trash from the property by the move out date.
- Test smoke detectors and CO2 detectors. Replace batteries, as needed.
- Clean fireplace, hearth, and mantle. Remove ashes and debris from property.
- Repair pet damages.
- Treat the property for fleas or other pests.
- Ensure plumbing flows freely. Report any drips, leaks, clogged or slow drains.
- Leave all utilities in your name until your final occupancy date.
- Please provide all the final utility bills within 20 days of move out.

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Windows, Glass, Patio Doors:

- Window and door tracks.
- Screens on windows, sliding glass doors, and storm doors.
- Interior and exterior window panes and glass doors.
- Mini and vertical blinds. Clean window sills, curtain rods, drapes and valances.
- Replace broken or missing window panes and screens.
- Replace all damaged or broken window coverings.

Floors:

- All non-carpeted floors must be cleaned, mopped, and free of dirt and grime.
- Do not use bleach or ammonia-based cleaners on laminate or hardwood floors.
- Remove all furniture, boxes from the carpets prior to the professional carpet cleaning.
- A receipt is required from a professional company.
- A Pet enzyme, odor, stain & sanitized treatments for households with pets is required.

Doors:

- All doors, front and back, side.
- Remove all unauthorized bedroom locking door knobs installed by Tenants.
- Check for damages and proper operation.

Light Fixtures and Ceiling Fans:

- Remove all globes, fixtures, etc. for inside and out cleaning.
- Replace broken globes and burned out lights.
- Ensure light bulbs are of the appropriate wattage and style (dimming, globe, candle, etc.)
- Clean ceiling fan blades on top, bottom, and edges.
- Check the ceiling for dust collected above the ceiling fan.

Walls and Ceilings:

- Spot clean all walls and ceiling to remove grease, food, grime, fingerprints, crayon or furniture marks, etc.
- Remove all nails, screws, staples or other devices you used to hang items. Do not spackle or paint!
- Any holes large than a nail hole must be repaired professionally.
- Touch-up paint must match the existing color and sheen. If it does not match, you will be charged.
- Wipe of all baseboards.
- Clean all wall switch plates, particularly light switches. Replace any broken cover plates for light switches or electrical.

HVAC Unit and Vents:

- Remove vents and clean.
- Clean the floor surrounding vents.
- Vacuum the intake area under the HAVC unit, if possible.
- Replace all air filters.

Furnace and Water Heater:

- Wipe exterior of furnace and water heater. Do not dismantle anything!
- Clean cold-air return vents and install new filter.
- Remove cobwebs, sweep and mop the floor

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KITCHEN

- Clean all food, grease, dirt, dust, and hair from shelves, drawers, lazy Susans, cutting boards, etc.
- Clean both sides of cabinet doors and drawers.
- Clean exteriors of cabinets and drawers to remove fingerprints, food, grease, etc.
- Wash cupboards inside and out.
- Wipe out drawers.
- Sink and surrounding areas
- Garbage disposal should be empty and functional.
- Clean sink, drain, chrome fixtures, and pipes under sink.
- Clean and shine faucets and handles.
- Clean backsplash area to remove grease, dried food, dust, etc.
- Clean and disinfect all countertops, cabinets and drawers.

Stove / Range / Range hood / Bottom of Micro Hood:

- Remove vent hood filter. Soak in very hot, soapy water for ten minutes. Clean, rinse, and dry before putting it back in.
- Scrub all rims, ridges and underside of hood to remove grease splatter and grime
- Clean stove top range hood.
- Clean all metal parts of burners, including the prongs of cooking elements.
- Remove lower drawer and clean out. Clean underneath the oven before replacing drawer.
- Clean control knobs. Replace any that are broken.
- Wash and dry outside of stove.
- Lift lid of stove top and clean underneath.
- Replace drip pans.
- Oven (Do not use oven cleaner on a self-cleaning stove as it will damage the interior!)
- Clean inside of oven, oven racks, broiler pan, and drawers. Clean top, bottom, and sides of oven door.
- Remove all cleaner residue or ash from interior.
- Clean underneath the elements.
- Do not attempt to pull gas ovens away from wall! Clean underneath by removing the drawer.
- Clean microwave inside and out.
- Pay particular attention to vents above and below the microwave.

Refrigerator:

- Remove all food from the refrigerator.
- Unplug while cleaning.
- Clean thoroughly inside and out with a disinfectant cleaner or warm water.
- Clean top and bottom of shelves. Clean inside and outside of drawers.
- Clean storage compartments.
- Defrost freezer and clean.
- Remove and clean “kick plate” on bottom of fridge.
- Vacuum out coils.
- Remove, empty, and clean drain pan.
- Clean folds in the rubber seals on doors.
- Pull away from wall to clean exterior portions, including the top, and to sweep and mop behind the fridge.
- After the fridge is clean and dried, plug it back in and close the doors.

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BATHROOMS

Toilets:

- Scrub with disinfectant cleanser.
- Remove all dirt and stains.
- Clean top of tank, lid, top and bottom of seat, bowl, and base.
- Scrub toilet bowl of rust, lime and scale buildup.

Sinks:

- Clean sink, drain, chrome fixtures, and pipes under sink.
- Check for drips, leaks, clogged or slow drains.

Mirrors:

- Clean mirrors so they are free of dirt and streaks
- Clean all glass (e.g. shower door, windows)

Floors:

- Sweep, mop, or vacuum.
- Vacuum and/or wash rugs.
- Clean baseboards, particularly around toilet and shower/tub

Shower and tub:

- Clean shower walls, bathtub interiors and shower doors mto remove all dirt, soap buildup, and hair
- Bleach grout.
- Clean shower doors, frames, and tracks.

Vanities and Cabinets:

- Clean medicine cabinet shelves.
- Clean interior and exterior of cabinets and drawers.
- Clean out bathroom drawers and vanity.
- Replace missing or broken towel racks and paper holders.

Lights, ceiling, and ventilation:

- Clean vent fan cover
- Remove exposed bulbs (be sure they are cold), clean and replace after they are dry.
- Wash walls and ceilings.
- Clean light fixtures.
- Replace any burned out bulbs.

Bedrooms:

- Remove all unauthorized locking bedroom door knobs installed by Tenants.
- Vacuum carpet thoroughly.
- Clean light fixtures and ceiling fans. Remove any dead bugs/dirt from light fixtures.
- Clean and replace bulbs, as necessary.
- Clean closets, wipe down shelves.
- Dust heating/cooling vents.

Windows and doors:

- Wash windows inside and out, clean tracks and screens.
- Clean all blinds, window dressings, and hardware.
- Close all windows and lock.
- Wipe down window sills.

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Laundry area

- Sweep and mop the floor.
- Wash down walls and doors.
- Clean baseboard and door frames.
- Clean light fixtures. Remove any dead bugs/dirt from light fixtures.
- Clean and replace bulbs, as necessary.
- Wash windows inside and out, clean tracks and screens.
- Clean all blinds, window dressings, and hardware.
- If the washer and dryer belong to the unit:
 - Wash down tops and sides of both appliances.
 - Clean inside washer lid, particularly around soap dispenser.
 - Clean dryer lint filter.

Living areas and hallways

- Vacuum carpet thoroughly.
- Clean closets inside and out.
- Dust air vents thoroughly.
- Clean light fixtures and ceiling fans.
- Remove any dead bugs/dirt from light fixtures.
- Clean and replace bulbs, as necessary.

Exterior General

- Remove all trash, debris, and animal droppings.
- Fill, level, and seed any holes from pets.
- Repair any other damage caused by pets or people.
- Clean all exterior light fixtures, to include removing dead bugs.
- Clean light bulbs and replace, as necessary.
- Sweep & wet wash patios, balconies, storage units.

Yard if there is no yard service

- Neatly mow the entire lawn.
- Edge around driveway, walkways, patios, etc.
- Trim around foundations, flower beds, shrubs, and fences.
- Rake grass clippings and leaves.
- Remove weeds and dead plants from flower beds.
- Prune trees and shrubs.

Garage and storage

- Remove all items, refuse, boxes, and debris.
- Sweep out or vacuum.
- Sweep between wall studs and around garage doors to remove cobwebs, debris, and dirt.
- Clean cobwebs from walls and rafters.
- Clean out all closets, storage spaces, and shelves.
- Clean light bulbs and replace bulbs, as necessary.
- Clean light switch and outlet covers.

Driveway

- Sweep entire driveway.
- Clean up oil stains.
- Haul away garbage by move out date.
- Do not leave trash, personal items, or furniture, or there will be a charge.

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What is ordinary wear and tear?

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A standard definition of ordinary wear and tear: Deterioration which occurs based upon the use of which the rental unit is intended and without negligence, carelessness, accident, or misuse, or abuse of the premises or contents by the Tenant or members of household, guests or invitees.

Example: it is normal for carpeting or paint to wear out in the normal course of living. Carpets become thread-bare, and paint peels and cracks. Even the most responsible Tenant can't prevent the aging process.

What is not ordinary wear and tear?

A tenant pays for damages if the tenant accelerated the aging process or didn't use the rental in a normal way. A carpet worn from people walking on it is something you have to expect. But a Tenant who cuts a hole in the carpet, spills paint, or leaves heavy traffic patterns from dirty work boots may be held responsible for the damage.

Estimated cost of cleaning or repairs

The below table is provided as a guide. It lists common cleaning and repair charges and an estimate cost for each one. Actual costs may vary.

Clean appliance	\$75 per appliance
Replace missing/burned out bulbs	\$5+ each
Light globe replacement	\$50
Sweep, mop, or vacuum floor	\$15 per room
Replace stove drip pans	\$30
Clean a full bathroom	\$100
Wash windows	\$30 per hour
Replace stained or broken toilet seat	\$30
Replace miniblinds	\$50 - \$100
Patch fist-sized hole in drywall	\$50
Paint a single wall	\$75 and up
Dispose of abandoned furniture	\$150 per truckload
Mow lawn, weed	\$50 per hour
Damaged interior door	\$75
Damaged exterior door	\$200 and up
Pet damaged carpet	\$50 each
Lost or broken garage door remote	\$3+ per square foot
Lost or broken window screen	\$50 and up
Change locks, door knobs	\$50 per door
Replace light fixture	\$75 and up
Repair burns in laminate countertop	\$125

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