



GUIDE TO YOUR MOVE OUT INSPECTION

In a matter of time you will be fulfilling the term of your lease and vacating your home. Your lease requires you to have a move out walk through inspection with a member of our staff. It is recommended that you schedule an appointment as soon as you know the day your unit will be vacant. This allows you to have the inspection on the day and time that is most convenient for you if you wish to be present.

You are required to return the home empty and in a clean condition. **Cleaning issues will NOT be considered normal wear and tear, under any circumstances whatsoever.** As required by your rental agreement, you will be responsible for the cost of a **mandatory carpet cleaning**, which will be performed after you move out by a carpet cleaner of the Landlord's choosing. You may choose to have it done yourself. However, you will need to provide a receipt showing the carpet was **professionally** cleaned and treated for pet urine (if you have a pet). Renting a cleaner or using your personal carpet cleaner is **not sufficient**. You must provide proof that home has been professionally exterminated, or we will exterminate for you at your expense. All keys shall be returned to the Management office on or before your move out date to avoid additional fees.

Please be sure to contact your utility company to inform them of your move out.

The following is a cleaning checklist that will aid you in cleaning your home for the move out inspection. We will thoroughly check everything on the list. If you have any questions about your move out inspection appointment or any other concerns, please call the office at 757-466-8378. Let's work together to make your move out a success. Our goal is that you leave the property in a condition that will allow you to receive your full deposit back.

I would also like to thank you very much for your residency with us and wish you the very best of luck on your next endeavor in life and your new home!

Sincerely,

PMI Virginia

Follow this checklist to ensure you do not lose deposit money for items you are responsible for taking care of before you move out.

General:

- Walls should be washed, or marks removed (if you have lived in the home for less than two years, painting is not considered normal wear and tear).
- Holes larger than a small nail hole but smaller than a dime in walls should be filled with spackle and the wall wiped clean of excess spackle. Do NOT fill small nail holes.
- If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted.
- Remove all cobwebs from walls and ceilings.
- Clean switch plates.
- Wipe down all baseboards.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Clean/dust blinds.
- Light bulbs should be replaced where needed.
- If you have a pet, have a professional exterminator spray for fleas and forward the receipt to PMI Virginia.

Kitchen:

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panel, and dials.
- Drip pans should be removed, and the underneath surface cleaned.
- Clean under and behind stove.
- Clean under and behind the fridge.
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Cabinets and drawer fronts cleaned.
- Defrost refrigerator, if applicable, and remove any water. DO NOT TURN OFF FRIDGE WHEN VACATING.
- Clean inside refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.
- Wipe down all pantry shelves.
- Clean light fixtures and covers.
- Mop floor and/or vacuum carpet.
- Clean doors and around frames.

Living Room:

- Clean light fixture and covers.
- Vacuum carpet & edges by baseboards.
- Clean walls, ceilings, and corners.
- Clean windows, windowsills and tracks.
- Clean doors and around door frames.
- Clean out closet and wipe down shelves.

Bathrooms:

- Tile should be washed, and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink, and toilet should be sanitized.
- Clean bathtub, shower walls, and fixtures.
- Clean soap dishes and wipe down towel bars.
- Thoroughly clean toilet inside and out.
- Wipe down all counter tops.
- Clean and wipe out all drawers.
- Clean light fixture and covers.
- Clean walls, ceiling, and corners.

- Mop floor.
- Clean doors and around door frames.

Bedrooms:

- Vacuum carpet and edges by baseboards.
- Clean light fixture and covers.
- Clean walls, ceiling, and corners.
- Clean windows, window sills, and tracks.
- Clean doors and around door frames
- Clean all vents on floor or wall.
- Clean out closet and wipe down shelves.

Yard Area:

- Weed all flower beds and mow and edge the lawn.
- Remove all personal items and garbage.

Garage / Shed / Storage Unit:

- All trash needs to be removed from the premises.
- Clean any oils stains from floor using an appropriate cleaner.
- Sweep floor.

Miscellaneous:

- Clean ceiling fan blades and draperies.
- Empty and clean off the deck, patio or porch.
- Replace any dead smoke detector batteries.
- Replace furnace filter.
- Replace garage remote/keypad batteries if necessary.
- Remove all hooks, ceiling hooks, etc. that you installed.
- Have carpets professionally cleaned and provide receipt to landlord