MARSHALL PROPERTY MANAGEMENT L.L.C.

Move-Out Cleaning Checklist

A room-by-room checklist to reduce avoidable turnover cleaning and resident charges.

How to use this checklist

Complete every item that applies to your property. This is a general checklist; the signed lease and property-specific instructions may include additional duties. Professional turnover cleaning will still occur after move-out, and the documented vendor cost is charged as authorized by the lease and applicable law. Better resident cleaning means fewer vendor hours and a lower final cleaning charge.

Entire home

- ☐ Remove all personal property, food and trash from the home, garage, yard, patio and storage areas.
- ☐ Remove cobwebs and dust from ceilings, corners, vents, fans, ledges and fixtures.
- ☐ Clean walls, doors, frames, handles, switch plates, outlet covers, trim and baseboards.
- ☐ Clean interior windows, sills, tracks, screens and blinds without damaging them.
- ☐ Vacuum carpet edges and closets; sweep and mop hard flooring.
- ☐ Replace burned-out bulbs and resident-responsible batteries with matching working replacements.
- ☐ Replace the HVAC filter with the size and type required for the property.

Kitchen

- ☐ Clean the range, oven, racks, broiler area, cooktop, controls, hood, fan and filter.
- ☐ Clean under and behind movable appliances where safe and accessible.
- ☐ Clean refrigerator and freezer interiors, shelves, drawers, seals, top, sides and exterior; leave powered on unless directed otherwise.
- ☐ Clean dishwasher interior, filter area, door edges and exterior.
- ☐ Clean cabinets, drawers, shelves and pantry surfaces inside and out.
- ☐ Clean counters, backsplash, sink, disposal opening and faucet fixtures.
- ☐ Remove grease, crumbs, food residue, odors and cleaning-product residue.

Bathrooms

- [ ] Clean and sanitize toilets inside and out, including base and surrounding floor.
- [ ] Clean tubs, showers, doors, tracks, tile, grout, drains and fixtures.
- [ ] Clean sinks, counters, mirrors, medicine cabinets, vanities, drawers and shelves.
- [ ] Remove soap scum, mineral buildup, hair, mildew and cleaning residue.
- [ ] Clean floors, baseboards, vents, fans, walls, doors and light fixtures.

Bedrooms closets and living areas

- [ ] Clean shelves, rods, closet floors, doors and tracks.
- [ ] Clean windows, tracks, blinds, vents, fans, fixtures, walls and baseboards.
- [ ] Vacuum carpets thoroughly, including edges and under accessible areas.
- [ ] Remove adhesive, hooks and resident-installed items only as permitted by the lease; do not create additional damage.

Laundry utility and mechanical areas

- [ ] Clean washer and dryer exteriors and accessible lint or detergent residue.
- [ ] Clean utility sinks, shelving, floors, walls and appliance areas.
- [ ] Do not disconnect or alter equipment unless specifically authorized.

Garage patio yard and exterior

- [ ] Remove all belongings, trash and hazardous materials; sweep floors and accessible surfaces.
- [ ] Clean resident-caused oil, spills and stains using material-safe products.
- [ ] Complete required mowing, edging, weeding, leaf removal, pet-waste removal and seasonal duties.
- [ ] Clean patios, decks, entry areas, storage spaces and exterior trash containers as required by the lease.

Keys documentation and final departure

- [ ] Photograph each room and major surface after the property is empty and cleaning is complete.
- [ ] Record final utility information if requested and keep utilities active through the required date.
- [ ] Return every key, remote, permit and access device using Marshall's written instructions.
- [ ] Provide or confirm the forwarding address and retain proof that possession was surrendered.

Resident name(s): _____

Property address: _____

Move-out date: _____ Date checklist completed: _____

This checklist does not replace the lease, authorize repairs or guarantee a deposit refund.