



# Move Out Guide/Checklist

Thank you for leasing a Bella Property! Please refer to your lease regarding specific move out instructions. This checklist may come in handy as you are preparing your home for a move out review. This list is a guide including but not limited to the items listed above. If any of these items are NOT complete upon the time of move-out inspection, Bella Real Estate, Inc. may have said items completed at your expense per your residential lease agreement and a fee may be charged!

The following is a list of companies provided for your convenience. You are not required to use these companies:

- Professional Cleaning Services, Inc. – 512.251.8991 (carpet cleaning, house cleaning, painting, general)
- The Maids – 512.419.0021 (House cleaning)
- Reed's Carpet Cleaning – 512.259.3107 (Carpet cleaning, pest control)
  
- ACCESS:** Garage door openers, pool keys/fobs, mail keys, and home and carpet cleaning receipts should be left on kitchen counter at time of surrender.
- UTILITIES:** Should be left on thru the end of your lease term. If you turn them off you may be subject to charges for utility connects.
- CLEANING:** The home must be professionally cleaned and a receipt turned in at the time of surrender. The carpets must be professionally steam cleaned and a receipt turned in at the time of surrender. Please make sure the cleaning company(s) you choose gives attention to each of the following items
  
- General**
  - All blinds should be wiped clean and pulled down and left open;
  - All baseboards should be dust/debris free;
  - All light bulbs should be working – interior and exterior;
  - All ceiling fans should be dust free;
  - All walls should be free of nails;
  - All closets should be empty and vacuumed out, with shelves wiped clean;
- Flooring**
  - Carpets must be professionally steam cleaned and receipt turned in at time of surrender
  - All other flooring should be cleaned appropriately (vinyl, tile, hardwoods, concrete, etc.)
- Kitchen**
  - All drawers, cabinets, pantry, countertops, and appliances should be empty, clean and free of food remnants;
  - Oven – cleaned free from any grease and food splatter;
  - Stove – cleaned free from any grease and food splatter, drip pans clean;
  - Microwave - cleaned free from any grease and food splatter;
  - Refrigerator – cleaned free from any grease and food splatter, ice maker empty and set to OFF;
  - Disposal – free from debris
- Bathrooms**
  - All cabinets shall be empty and wiped clean.
  - Toilets and bathtubs should be scrubbed clean.
  - Mirrors should be cleaned with glass cleaner.
- Living room**
  - Fireplace should be cleaned and free of debris;
  - mantle should be dust free.
- Utility room**
  - All shelves wiped clean.
  - Washer & dryer should be clean and free of clothes.
- Garage should be empty and swept clean.
- All doors and windows shall be locked. **DO NOT LOCK THE KEYLESS DEADBOLTS.**
- Exterior:** The lawn should be mowed, flower beds should be weed free, and any and all debris removed from the yard thru the end of your lease term.