



Checkout Instructions

I will be coming by to inspect the property after you have informed me you will be moved out (let me know if that day is going to change). You are welcome to attend the inspection if you want but you do not need to be there. I will only do one move out inspection for you so make sure you are completely done and ready for inspection as you will not get a second chance. Here are some of the things I will be looking for.

- Clean the unit. Commonly forgotten items that need to be cleaned:
 - Dirt on the baseboards and door trims
 - Wipe down doors
 - Wipe down walls
 - Wipe off all closet shelves and rods
 - Windows – inside and outside
 - Window sills and window tracks
 - Window blinds
 - Under the fridge and oven
 - Inside the fridge and oven
 - Inside all cabinets and drawers
 - Replace all drip pans on the stove, if they are unable to be cleaned (they are very cheap to replace)
 - Remove vent filter over the stove and run it through a hot wash cycle in dishwasher and then put it back
 - Remove grease from vent cover over the stove
 - Inside and out of all light fixtures
 - Medicine Cabinets
 - All soap scum, hair, and dirt from bathroom, bathtub, and bath walls
- Replace all light bulbs that are out, inside and outside (At least \$5 per bulb will be charged for each bulb that is out).
- Replace all batteries that are dead in smoke & CO alarms.
- Fix/replace everything that is broken, if it was not a preexisting condition, refer to your copy of the damage checklist, if you provided one to Kasteel Property Management at time of check in. Remove all nails and patch all holes in the walls. There may be extra paint on the property or take a small sample of the wall, from an inconspicuous spot that you can easily patch, to Home Depot to get a match of the paint.
- Clean the yard

This list is NOT inclusive. It is only a list of things that are commonly overlooked.

- **Email me your forwarding address(es). If there is more than one of you on the lease and you don't want both your names on the check or you want separate checks, leave a letter signed by ALL of you on the counter telling me who gets what percent of the deposit and where to send each check.**
- **Your deposit will be processed and mailed to you within 30 days from your last day. You may not apply the security deposit to your last month's rent.**
- **Collect all the keys, remotes, garage door openers, etc. and leave them on the kitchen counter.**
- **Leave the carpets vacuumed. Professional carpet cleaning will be deducted from your security deposit.**
- **If you vacate early please let Kasteel Property Management know to help coordinate the transition.**

Thank you for renting from Kasteel Property Management.