

## Portola Property Management | Tenant Move Out Checklist

<b>✓ Move Out Prep:</b>	
Return Signed Pre Move Out Inspection Form within 7 Days of Receipt (Optional)	
Cancel Automatic Payments and Pay Prorated Rent	
Provide forwarding address if not done already	
<b>✓ Move Out Cleaning Guide: Complete listed items before returning keys to office</b>	
Please note if/what professional cleaning is required of you and schedule WELL in advance!	
Vendor Recommendations: Michael Oneal / Charles Waite: (831) 476-1280 OR Super Clean: (831) 722-2042	
<b>✓ General Cleaning:</b>	<b>✓ Kitchen:</b>
Please remove all personal belongings throughout. Check all cabinets, drawers, closets, and storage areas. Portola Property Management will not be responsible for any items left behind. It will be hauled away. Remove all nails from walls <b>DO NOT FILL OR TOUCH UP PAINT</b> Remove cobwebs throughout Dust Light fixtures and bulbs Remove and wash light fixture covers Replace burnt out bulbs Clean closet shelves and rods Wipe down window sills and tracks Remove marks & fingerprints on walls Clean switch plates. Replace any broken or missing plates Clean all baseboards Wash all hard floors Remove debris and clean fireplace if applicable Broom clean garage	Clean visible marks from walls, especially around and above sink and appliances Clean inside/outside all cupboards and drawers, remove finger prints etc. Clean in/outside hood and fan including filter Thoroughly clean oven including panels, door handle, control panel, racks, broiler drawer, stovetop, and burners Clean or replace burner drip pans Thoroughly clean fridge including sides, top, handles, shelves, drawers, door, and magnetic seal Defrost & clean freezer <b>Leave refrigerator plugged in and on.</b> Clean Counters, remove stains Clean sink remove stains, polish fixtures Ensure disposal is clear of debris Thoroughly clean dishwasher including door inside and out, door edges, remove items that have fallen to the bottom, and Soap deposit Thoroughly wash floor and baseboards
<b>✓ Bathrooms:</b>	<b>✓ Outside:</b>
Clear exhaust fan of dust Clean tub & tub surround, polish fixtures Clean shower door or curtains Clean mirror(s) Clean medicine cabinet in/out Clean and polish sink Clean countertops Clean in/outside cupboards and drawers Clean in/out/around toilet, remove from tank any dyes or tablets Remove hair from drains Thoroughly Wash floor and baseboards	Remove cobwebs from eaves & doorways Clean exterior light fixtures Replace burnt out bulbs Remove all debris from grounds & storage area Remove all personal belonging from outside Clean up Landscaping if applicable Please make arrangements for final pick up of trash cans
	<b>✓ Last:</b>
	Repair or report any tenant damage done to the property Do a final walk through by yourself to double check this list
<b>ALL ITEMS NOT COMPLETED ON THE CLEANING GUIDE WILL BE CHARGED TO THE TENANT(S)</b>	
<b>Security deposit is returned within 21 days of the date that keys are returned to the office</b>	
<b>Pre Inspection Acknowledgement with Inspector (Optional)</b>	
Address:	Tenant Signatures X
Date:	Tenant Signatures X
Time:	Tenant Signatures X
Inspector:	Tenant Signatures X
<b>✓ Move Out Day:</b>	
Turn in Keys, Remotes, Permits, and cleaning receipts to the office at 1210 Brommer St (dropbox for after hours)	
<b>You will be charged prorated rent until keys are returned to the office or office dropbox, do not leave them at the rental!</b>	