

Tenant Vacating Checklist

The last few weeks before you move are exceptionally busy ones; however, we do request that you attend to a number of small but important details:

- Please provide us with the date you will be relinquishing possession of the property, along with a forwarding address.
- All utilities are to remain on and in your name until the final day of your tenancy or lease, whichever is applicable.
- The carpet must be professionally cleaned, with receipt provided to us. SunBrite is who we recommend..575-762-2214
- If vacating in the winter, set the thermostat at 60 degrees to prevent the pipes from freezing.

Please remember that a certain amount of cleaning is expected when you move out. It is always our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items, our cleaning lady can clean it at your expense.

All Rooms

- If you have made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
 - Sweep ceilings gently for cobwebs/dust
 - Clean ceiling fans/light fixtures/outlet and switch plates/exhaust fans and covers
 - Clean around door knobs and face plates
 - Replace missing or burned out light bulbs with matching bulbs
 - Clean all doors, trim, baseboards and woodwork
 - Clean all windowsills and window tracks (including slider door tracks)
 - Clean inside all closets, including shelves and rods
 - Clean cabinets and drawers inside and out
 - Clean stair rails or ledges
 - Lightly wash walls as necessary to remove smudges and stains –
- Small nail holes in walls should be left 'as is'. More than ten new holes in any wall will be considered beyond normal wear and tear. If you made larger holes, or molly bolt holes, it is considered beyond normal wear and tear and best to leave the repair to a professional. To bring the wall back to its original condition the minimum charge for any wall repair starts at \$20.
- Clean blinds to remove all debris
 - Clean interior windows and screens to 8'
 - All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
 - Vacuum/clean all heat vents, returns and air registers
 - Clean out and sweep fireplace, clean fireplace screen and glass
 - Sweep/mop floors
 - All smoke detectors and carbon monoxide detectors must be in working order with appropriate lithium batteries as required.
 - You may choose to have the carpets professionally cleaned prior to move-out. However, be aware that if the cleaning is not up to Owner/Agent's standards, carpets will be re-cleaned at your cost. Please contact us for preferred carpet cleaning companies.

Kitchen

- Complete "All Rooms" Checklist
- Clean/scrub stove/oven including control panel, knobs, racks, door, and broiler
- Clean hood vent, under hood vent, filter
- Replace burner drip pans if necessary. You can get these from Lowe's.
- Clean/scrub all cabinets, drawers, shelves, counters, backsplash and breadboards inside and out
- Clean/scrub refrigerator/freezer inside and out, including underneath and grillwork. Replace filter as needed.
- Leave refrigerator running; do not disconnect or turn off
- Clean/scrub microwave inside and out
- Clean/scrub dishwasher inside and out, including door edges
- Clean/scrub sink and faucet
- Garbage disposal should be clean and running freely
- Clean/scrub any food or grease stains off blinds

Keys

- All keys, garage door openers, parking placards, etc., must be returned to Loewen Clovis Realty or put in the afterhours drop box.
- Note: The Property Manager will inspect the property shortly after all keys are returned to our office. By returning the keys, you are relinquishing possession of the property. This signifies that cleanup is finished and Loewen Clovis Realty will proceed with turnover items. Rent is charged until all keys are returned.

Security Deposit

- A final inspection will be conducted after you relinquish possession of the property. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.
- As per New Mexico law, we have 30 days to send your security deposit accounting starting the day your lease expires, and/or you return your keys (whichever is later). Remember to provide us with your forwarding address.

Living Room/ Dining Room/ Family Room/ Bedrooms

- Complete "All Rooms" Checklist

Bathrooms

- Complete "All Rooms" Checklist
- Clean toilet inside and out, including walls, base and baseboards behind toilet
- Polish mirrors
- Clean/scrub counters
- Clean/scrub cabinets, vanities and drawers inside and out
- Clean tub and shower, ensuring all soap scum is removed
- Clean caulk/grout
- Clean walls, ceilings and doors to remove spots and residue

Utility/Laundry Room

- Complete "All Rooms" Checklist
- Clean washer- outside, control panel, agitator, around lid
- Clean dryer- outside, control panel, lint trap
- Dust water heater and/or furnace
- Clean counters, utility sink, shelves
- Clean cabinets and drawers inside and out
- Change furnace filters as necessary

Garage

- Sweep floor, remove new oil stains from garage and driveway
- Wipe down/dust water heater/furnace
- Clear garage and attic of any personal belongings or garbage
- Clean garbage cans/recycle bins
- Leave garbage cans/yard debris/recycle in garage (please make sure they are empty and clean)
- Change furnace filters as necessary
- Clean interior windows to 8'

Grounds

If you are responsible for yard care:

- Mow and edge as necessary
- Weed
- Rake leaves if necessary
- Sweep patios, decks, driveways and walks
- Remove personal items
- Remove/dispose of any animal waste

Note on cleaning products:

If you have granite, marble, stainless steel, cork or wood surfaces in the home, please be sure to use appropriate, non-abrasive cleaning products only.