



Pinnacle Asset Management
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MOVE-OUT CHECKLIST

To ensure the full return of your security deposit, please complete the following items **before turning in your keys**. Failure to meet these standards may result in deductions.

BEFORE YOU MOVE OUT

- Provide proper written notice per your lease agreement
- Schedule your move-out date with management
- Ensure all rent and fees are paid in full
- Transfer or disconnect utilities effective your move-out date

CLEANING REQUIREMENTS (VERY IMPORTANT)

The home must be returned in “**move-in ready**” condition.

GENERAL CLEANING

- Remove **all personal belongings and trash**
- Dust all surfaces, baseboards, blinds, and ceiling fans
- Wipe down doors, trim, and walls (remove marks/scuffs if possible)
- Clean inside closets and shelving

KITCHEN

- Clean inside and outside of all appliances:
 - Refrigerator (including drawers & freezer)
 - Oven/stove (no grease or burnt residue)
 - Microwave
 - Dishwasher
- Wipe down cabinets (inside & outside)
- Clean countertops and backsplash
- Scrub sink and faucet
- Sweep and mop floors

BATHROOMS

- Scrub toilets, tubs, showers, and sinks
- Remove soap scum, mildew, and hard water stains
- Clean mirrors and fixtures
- Wipe cabinets and drawers
- Mop floors

BEDROOMS / LIVING AREAS

- Vacuum carpets

- Clean windowsills and tracks
 - Wipe down any dusty blades on all fans
 - Replace any broken blinds
 - Remove any nails/hooks and patch holes
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LAUNDRY (IF APPLICABLE)

- Clean lint traps
 - Wipe down washer/dryer
 - Remove detergent residue
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MAINTENANCE ITEMS

- Replace **burnt-out light bulbs**
 - Replace HVAC filters
 - Ensure smoke detectors have working batteries
 - Report any damage that occurred during tenancy
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EXTERIOR (IF APPLICABLE)

- Remove all trash and personal items
 - Clean patios, balconies, and garages
 - Remove pet waste
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FINAL STEPS

- Return all keys, garage openers, and access devices to our office. All items must be in a sealed envelope with your name and address on it.
 - Provide a **forwarding address in writing**
 - Ensure property is fully vacant and locked
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IMPORTANT NOTES

- **Do NOT leave items behind** (you may be charged for removal)
 - **Cleaning and repairs will be charged** if not completed to standard
 - Security deposit disposition will be sent within 30 days
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RECOMMENDATION

We strongly recommend hiring a professional cleaning service and keeping your receipt for your records.