



## Move Out Checklist

It is the goal of Cox Realty to return 100% of your security deposit when you move out. However, that is not up to us, rather it is up to you. In your lease you agreed to live in the property for a certain amount of time, surrender possession of your home back to us in as good condition as the you got it, less reasonable wear and tear, and reimburse us for any repairs or maintenance that may be necessary.

This checklist maybe useful to help you determine what you need to do to get 100% of your security deposit back. However this checklist is not exhaustive. Please refer to both your signed lease and the “Common Move Out Damage, Cleaning, and Repair Costs” download available on the “Move In and Move Out Process” page of our website for additional information.

- Not breaking a lease term
- 30-day written notice provided
- All personal belongings removed
- Patched holes
- Touched up patched holes
- Washed down walls and baseboards
- Swept and moped floor
- Changed air filters
- Replace all burnt out light bulbs
- Replaced smoke alarm batteries
- Cleaned the fridge and changed fridge water filter
- Clean inside and outside of range/oven
- Clean inside and outside of microwave
- Wipe down counter tops
- Check each drawer and cabinet for all personal items
- Clean all crumbs, degree, dust, dirty, hair, etc., for each drawer and cabinet
- Clean all toilets
- Clean cabinet under the sink
- Cleaned inside and outside of windows, window sill, and window coverings
- Vacuumed carpet
- Professional carpet cleaning
- Forwarding address provided to agent
- Mail forwarded with Post Office
- Cleaned yards (including weed removal and lawns mowed)
- Utilities left on for at least 4-days after move out inspection
- Move out inspection scheduled
- Move out inspection attended in person