



R Investments, LLC
Housing Headquarters

VACATING **CHECKLIST**

Tenant Name(s):			
Address:			
Door Code:		Date Vacating Property:	

Please place the completion date in the left column.

GENERAL TASKS:	
	Complete change of address cards with the post office.
	Remove name from utilities. (Utilities must stay ON and be PAID IN FULL)

GARBAGE:	
	Call Rumpke at (800) 828-8171
	Schedule removal of final trash pick up.
	Have them remove all totes but one from the property.
	FINAL PICK UP DATE: _____

KITCHEN:	There should be NO food or residue in or on these surfaces once completed.
	Wash cupboards, cabinets and drawers inside and out, including handles
	Clean sink, faucet and drain baskets
	Ensure that garbage disposal is empty and cleaned (if applicable)
	Clean countertops
	Clean inside and outside of dishwasher (if applicable)
	Wash windows, windowsills and clean tracks
	Wash, Dry and re-hang curtains or wipe down blinds

	Clean light fixtures and replace burned light bulbs
	Clean light switch plates and outlet covers
	Wash any visible residue on walls and sweep down cobwebs
	Clean baseboards
	Wash floor, include under any movable appliances

REFRIGERATOR:	There should be NO food or residue in or on these surfaces once completed.
	Replace light with an appliance bulb if necessary
	Wash, dry and replace any shelves or drawers
	Wash inside and outside and floor of refrigerator and freezer.
	Vacuum back and lower grills of the refrigerator

STOVE & OVEN:	There should be NO food or residue in or on these surfaces once completed.
	Replace light with an appliance bulb if necessary
	Remove racks / broiler pan. Wash, dry and replace
	Clean inside of oven while racks are removed
	Clean top, front, sides, knobs, under elements, under burner pans and drawer
	Wash range hood and vents/fans

EVERY ROOM:	
	Wipe down all railing, doors, light switches, and door knobs
	Wash windows, window sills and clean tracks
	Wash, dry and rehang all drapes and wipe down blinds
	Clean light fixtures and replace burned out bulbs
	Wash visible residue on walls and sweep down cobwebs
	Clean fan blades on overhead fans
	Clean vents
	Clean baseboards

BATHROOM:	There should be no soap scum, water spots, residue remaining once complete.
	Scrub bathtub/shower, tile, faucet and door.
	Clean inside and outside toilet
	Clean inside and outside of medicine cabinet
	Clean mirror
	Wipe down vanity inside/outside, including drawers and handles
	Scrub sink and faucet and handles
	Wipe toilet paper holder and towels rods
	Clean light switch plates and outlet covers
	Clean fan/vent covers
	Wash windows, window sills and clean tracks
	Clean baseboards
	Scrub floor, including behind the toilet.

MISC. TASKS:	
	Move and clean washing machine and dryer (if applicable)
	Sweep down cobwebs from ceilings/walls and sweep floor of garage (if applicable)
	Haul away all trash
	Be sure smoke detector and Carbon Monoxide is visible
	If vacating May - September, set thermostat no higher than 80 degrees
	If vacating October - April, set the thermostat no lower than 55 degrees
	Schedule your exit walkthrough with the office. MEETING DATE: _____
	It is the responsibility of the tenant to return ALL keys to the property managers.

Acceptance of Inspection Report:

Tenant Name : _____

- ☐ **Agree** that this report fairly represents the condition of the rental and that the smoke alarms and carbon monoxide alarms were tested and the procedures were explained to me.
- ☐ **Disagree** that this report fairly represents the conditions of the rental property for the following reasons:

Property Manager Name:		Property Manager Signature:		Date:	
Tenant Name:		Tenant Signature:		Date:	

***Disclaimer: Management does have final authority to determine how much of the security deposit will be returned based on the condition of the rental.**

[illegible]