



Move out Requirements/Cleaning Instructions

The following is a list of items that must be performed to your home in order for you to be eligible for the return of your security deposit. When you submit keys to Spradley Properties at the time you vacate the home, our maintenance technician will inspect the home within the next 48 business hours. Any questions regarding the inspection can be emailed to maintenance@spradleyproperties.com. Keep in mind, rent will be charged until we receive keys, remotes or any other devices. It may take up to 30 days of move out date or keys received by our office date (whichever comes last) to finalize your rental account and mail (with the written forwarded address you provided) your security deposit/itemized deductions.

- Clean toilets and bathtubs, as well as kitchen sink using Pine-Sol (or similar product)
- Clean baseboards, windows & sills, and doors/doorways in all rooms
- Remove any/all nails (DO NOT PAINT OR CAULK HOLES)
- All smoke detectors must be in place and have operating batteries installed
- Remove all personal items from home, closets, attic, shed, garage, patio and yard
- Clean mini-blinds, or replace as needed
- Clean ceiling fans, including light covers
- Clean inside of all cabinets and drawers
- Clean inside & outside of: oven, range, dishwasher, fridge and microwave (under & above)
- Check all light bulbs and replace ones that are burned out
- Change AC filter & the drip pans on stove
- Sweep, mop & vacuum all floors

Be sure that yard has been mowed, weed-eated and walkways/porches swept clean (if yard maintenance is not included as stated in lease)

Carpets (if applicable) must be professionally cleaned by a Carpet cleaning company & receipt must be provided to the property manager

Return keys, remotes and any other access keys/cards on promised date in order to prevent holdover rent from being applied to your account.

This list is to get you started and may not include all needed cleaning or repair items. Your home **MUST be Move In Ready** condition.