

Shea Properties

Resident Move-Out Checklist

We are sorry to lose you as a resident but hope you enjoy your new location!
Below are the guidelines to assist you in moving out.

KITCHEN

Hood, exhaust fan and filter clean and grease free.

Oven door and oven interior clean.

Clean drip pans, chrome rings, broiler pan and under burners.

Clean all cabinets, shelves, drawers, cutting board and counter top. (Failure to remove contact or shelf paper may result in additional charges).

Floors clean and dry.

Dishwasher clean and undamaged.

Clean walls.

Clean refrigerator.

Clean microwave.

Other. _____

BATHROOMS

Tile, tub and shower enclosures cleaned, free of mildew and mold.

Toilets and sinks thoroughly cleaned, free of mildew and mold.

Medicine cabinets cleaned and mirrors polished.

Baseboard moldings and floors clean and dry.

Fans and fixtures clean

Other. _____

GENERAL

Remove all smudges and fingerprints from doors and woodwork.

Clean all electrical outlets, light switches, light globes, etc.

Clean all closets and clean shelves.

Clean all screens with vacuum, also window tracks and sills.

Clean windows.

Sweep patio, balcony to remove all debris.

Carpet should be professionally cleaned. (If carpet is soiled and/or damaged there will be charges).

Clean blinds and valances.

Properly dispose of all trash and cleaning materials.

Other. _____

DAY OF MOVE-OUT: You need to return ALL keys, fobs, remotes, transponders and parking permits. You may be charged for any of these items if not returned in working order on or before the day of move out. These items must be brought into the Leasing Office - not left inside the apartment. Until we receive the keys in our office, you have retained possession of the apartment. If our office should be closed at the time you are ready to return keys, place all items in a sealed envelope with your apartment number and forwarding address and drop it through the Leasing Office drop slot. You should receive a STATEMENT OF DEPOSIT at your new address within 21 days of your move-out date.