

Finding You The Most Reliable Housing

“Since 1985”



Move-Out Instructions

SUBMIT A 30 DAY NOTICE TO: leasing@reliancepminc.com

Preparation procedure for returning your rental unit to the Landlord.

1. Kitchen Counters

- ◆ Wipe down the inside and outside of cabinets, countertops and the sink.

2. Stove

- ◆ Remove the grease and grime from the back of the stove.
- ◆ Wipe down range and doors.
- ◆ Remove grease and grime from oven, including racks and broiler.

3. Refrigerator

- ◆ Wipe down front and top of refrigerator.
- ◆ Defrost and clean freezer.
- ◆ Remove and clean shelves and crisper.
- ◆ Please leave the refrigerator plugged in!

4. Dishwasher

- ◆ Wipe down exterior as well as inner seal.

5. Bathroom

- ◆ Wipe down tub, tub fixtures, and shower rod.
- ◆ Clean wall tile around tub area.
- ◆ Sweep and mop bathroom floor.

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6. Furnace Area

- ◆ Sweep or vacuum around furnace area.
- ◆ Wipe down bi-fold doors to area

7. Bedrooms, hallways, living room and dining room

- ◆ Wipe down window sills and casing
- ◆ Clean closet shelves, rods and both sides of doors
- ◆ Wipe down mini-blinds
- ◆ Vacuum carpet, mop tile flooring

8. Floors

- ◆ Sweep and mop all tiled flooring

9. Move-out Checklist

- ◆ Notify landlord if any items are not working properly or are in need of replacement.
- ◆ Leave your new telephone number and forwarding address with the landlord.
- ◆ Notify utility companies of scheduled move-out date, have meters read.
- ◆ Provide a forwarding address to the post office.
- ◆ Cancel newspaper delivery