



## Final Inspection Guidelines

This list is a guideline, following it will ensure satisfactory inspection. This inspection is for Move-Out purposes only. Any repairs that will be needed will be the responsibility of the tenant and will be deducted from their damage deposit.

Careful attention and meticulous cleaning of the following items will insure prompt return of damage deposit.

- All light bulbs to be in working order
- Baseboards Cleaned
- Blinds/shades working and clean
- Cabinet/Pantries & Drawers – inside and out
- Ceiling fans and blades (dust)
- Cobwebs – corners & ceilings
- Countertops
- Doors/woodwork – no scratches or holes (Use Old English Scratch Cover)
- Floors
- Furnace area/closet (filters replaced)
- Mirrors (Windex)
- Range and hood
- Refrigerator – inside and out/top
- Sink fixtures  
stove top & clean under burners)
- Sinks
- Soap dishes
- Bathtubs/shower stall – NO soap scum/mildew
- Toilets
- Towel racks secure
- Walls – especially around light switches/wall plates
- Walls – NO stickers/scratches/holes
- Windows – Windex & window sills
- Window screens – NO holes
- W/D – no lint/soap residue in/around machines
- Smoke detectors & CO's working
- Sweep/vacuum/mop all floors
- Stove top/oven/drip pans/racks/under & behind stove (lift

### QUICK TIPS:

- NO garbage or trash on premises
- All repairs to premises during occupancy have been made (i.e torn screens, broken windows, drains are not clogged, etc.)
- All carpets are to be professionally cleaned with receipt given to RTL.
  - NO RUG DOCTORS/or any handhelds are allowed.
  - Vacuum all carpets before they are professionally cleaned.
- Roll the fridge out and clean behind/underneath
- Goo-Gone works to remove gum & stickers.
- Magic Eraser works to remove scuffs on walls (do not rub too hard as it can take the paint off as well)
- Use soft scrub and a toothbrush to clean around faucet handles.



## CLEANING TIPS

- Clean from room to room.
- Clean top to bottom.
  - Cleaning ceiling, then light fixtures, then windows & blinds, walls, and the floors last.
- Vacuum out drawers and cabinets first, and then wash them out with cleaning solution.
- Wash metal floor vents in dishwasher first, then use a cleaning solution to wipe them out.
- Use a dry toothbrush to clean switches, outlets, phone & cabinet jacks crevices and dust all blinds.
- Use soft scrub and a toothbrush to clean around faucet handles.
- Use soft scrub to clean bath fixtures and showers. Then buff with a dry towel or glass cleaner to get streak free mirror finish on chrome.
- Use pumice stone to remove stains in toilets.
- Vacuum window & patio door tracks, then use solution with toothbrush to clean well.
- Vacuum all carpets before they are professionally cleaned.
- Use self-clean feature on oven (if applicable) then use oven cleaner. After applying oven cleaner, set oven temperature to warm to expedite the dryer of the oven cleaner solution. Then use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
- Use degreaser and scrub brush to remove oil from driveway, garage and storage.
- Roll the fridge out and clean behind/underneath; pull out oven drawer (if gas), or entire oven (if electric) and clean behind/underneath.
- Goo-Gone works to remove gum & stickers.
- Magic Eraser works to remove scuffs on walls (do not rub too hard as it can take the paint off as well)
- Mow lawn & remove any weeds from flower beds.
- Remove any unwanted personal items and trash-home & property must be completely vacant (excluding items left at the time of your move in).

*\*\*If you should have any questions, or need any help with anything please do not hesitate to contact our office.\*\**



## Guidelines to Moving Out

The following is an outline of Real-Time Leasing policies and procedures in your Move-Out.

1. Once you have notified (or have been notified) of your Move-Out date, all keys, garage door openers (GDOs) are to be brought to our office by **noon** the day of your move out. These appointments are to be scheduled through our office to ensure proper time for your move out.
2. Any keys or GDOs not returned will be marked as lost/missing and a re-key and new GDO charge will be added to your account and deducted from your deposit.
3. Provide Real-Time Leasing with your forwarding address for your deposit refund information and CRP's which are issued by January 31<sup>st</sup> of the following year.
4. Once your keys are received, our Maintenance Dept. will perform the Move-Out Walk-Through and take any necessary photos and document any damages or cleaning that may need to be addressed. These will be compared to the Move-In report you returned to Real-Time Leasing within the 5 days you had agreed to. *\*\*Any report received after the 5 days is not subject to comparison.\*\**
5. Please note: All carpets are to be professionally cleaned with a receipt provided at the time of Move-Out. If this is not done Real-Time Leasing will automatically schedule for the carpets to be addressed and your deposit charged.
6. Your deposit (less damages/cleaning costs) will be returned to you (at the designated address/or last known) with 21 days per §MN Statute 504B.178.