

**Lead Properties Incorporated**  
**P.O. Box 1300 Statesboro, GA 30459**  
**Phone: (912) 856-1029**

**STATE OF GEORGIA**  
**COUNTY OF BULLOCH**

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With the end of your lease drawing near, there are some items that we would like to remind you that need to be completed before moving out. The following references the move-out procedure that each of you signed at lease signing.

Property Address:

Move-Out Date:

Move-Out/Cleaning Requirements Checklist:

Remove all personal possessions including food in fridge/freezer/pantry/cabinets, coat hangers, and all trash.

Dry Dust (no water or cleaning products needed - use a dry dust rag, Swiffer dry duster, or similar product):

- Baseboards
- Ceiling fans
- Doors
- Top of kitchen cabinets
- Top of Refrigerator
- Window blinds
- Ceiling and corners to ensure they are free of spider webs and dirt
- Air vents, including return air vent (best not to use water, use a vacuum)

Thoroughly clean with cleaning products appropriate for intended use:

- Kitchen
  - Stove – be careful not to scratch cooktop, use cleaner for flat top stoves ONLY
  - Oven – do not use oven cleaner in self cleaning ovens, clean broiler pan
  - Refrigerator – remove all food and wipe down all shelves and drawers, sweep/vacuum around/behind fridge to ensure no debris around area
  - Dishwasher – clean inside and out
  - Microwave
  - Countertops
  - Cabinets – remove all food and dishware and wipe out all drawers and inside of cabinets
  - Sink

- Laundry Area
  - Washer – including inside of washer area under the lid
  - Dryer – including all lint removed from the inside
  - Sweep/Vacuum around/behind washer and dryer to ensure no lint/debris around area
- Bathrooms
  - Tub
  - Toilet – inside and around area, use a pumice stone to remove toilet rings
  - Sink/Vanity – clean top and wipe out inside of cabinets
  - Floor – sweep and then mop
  - Mirror
- Floors
  - Carpeted floors – vacuum thoroughly
  - Hard surface floors – sweep thoroughly then mop
    - Including around all appliances
- Walls - Remove all nails, screws, etc.
- Outside area - patios, decks, porches – sweep off and clean up spills and stains

Return ALL keys to Landlord. Failure to do could result in a charge to re-key locks.

Note:

1. Normal wear and tear is not dirt, dust or soiled areas.
2. Damage to carpet and flooring is the responsibility of Tenant(s).
3. All garbage/trash must be placed inside trash cans. Do not leave trash in your house. You will be charged for removing it. Do not put furniture in or around trash cans – take it to the dump.
4. Please be careful around carpeted areas if using bleach to clean bathroom or kitchen. A charge will be assessed for bleach stains unless previously noted on the move-in inspection form.
5. If you are repairing sheetrock damage, make sure it is professionally done and use the correct materials or you will be charged to correct the problem.
6. If you have replaced a bedroom door knob during your lease, you need to put the original bedroom lock back on the door, attached in the same manner and condition as it was before it was ever removed or you will be charged to replace the original door knob and installation of the door knob.

The procedures above will require a planned commitment of time. Please plan accordingly. All cleaning and repairs that must be done by the Landlord due to Tenant(s) failure to follow the instructions listed above will be charged to the Tenant(s). If you have any questions, please contact us and we will be glad to help you in any way that we can.