



MOVE-OUT CHECKLIST

A thorough move-out process protects your investment and helps ensure you receive all funds owed. This checklist helps you document condition, address tenant responsibilities, and leave the property ready for the next resident.

PROPERTY INSPECTION & ASSESSMENT

- ☐ Schedule and conduct move-out walkthrough with tenant
- ☐ Compare property condition to move-in photos and documentation
- ☐ Note and document all damages beyond normal wear and tear
- ☐ Test all lights, outlets, and GFCI outlets
- ☐ Test HVAC (heating/cooling) and change filters if needed
- ☐ Check and test all smoke and carbon monoxide detectors
- ☐ Inspect plumbing for leaks and ensure all drains flow properly
- ☐ Inspect windows, doors, and locks for damage and security
- ☐ Check appliances (fridge, stove, dishwasher, microwave, etc.)
- ☐ Inspect washer and dryer for damage and proper operation
- ☐ Check garage door opener(s) and remotes
- ☐ Inspect cabinets, counters, and all interior surfaces
- ☐ Inspect closets, shelves, and storage areas
- ☐ Check walls, ceilings, and floors for damage or needed repairs
- ☐ Inspect exterior, patio/balcony, and yard for damage or debris
- ☐ Record utility meter readings and account status

CLEANING & TURNOVER

- ☐ Confirm unit is broom clean and all trash and belongings removed
- ☐ Ensure carpets are vacuumed and professionally cleaned if required
- ☐ Verify all appliances, sinks, tubs, and toilets are clean
- ☐ Confirm all keys, fobs, and remotes are returned
- ☐ Dispose of remaining items according to local regulations
- ☐ Complete necessary repairs and document with photos
- ☐ Rekey or reprogram locks as needed for security
- ☐ Schedule professional cleaning and final turnover inspection

FINANCIAL & DOCUMENTATION

- ☐ Provide itemized move-out statement within required timeframe
- ☐ Deduct damages/cleaning per lease terms and deposit laws
- ☐ Return any remaining security deposit balance to tenant
- ☐ Update tenant ledger and close out tenant account
- ☐ File move-out documentation with photos and receipts



OWNER NOTES



VENDOR USED



DATE COMPLETED



PRO TIP

Thorough documentation and clear communication make the move-out process smoother, protect your investment, and help you rent the unit faster.



PROTECT
YOUR INVESTMENT



REDUCE COSTLY
REPAIRS



MAXIMIZE
PROPERTY VALUE



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