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**TENANT VACATING CHECKLIST**

We understand that the last few weeks before you move are exceptionally busy ones; however, we do request that you attend to a number of small but important details:

* 60-day notice of when the unit will be vacated and your forwarding address.
* **ALL utilities must remain on and in your name until the final day of your lease and all charges must be paid, including delinquent rents and Wilton Water and Sewer.**
* **Wilton Water and Sewer Number: 518-581-8626**
* **RETURN ALL KEYS: FRONT DOOR, MAILBOX, GARAGE DOOR OPENER.**
* If vacating in the winter, set the thermostat to 60 degrees to prevent pipes from freezing.

**Kitchen**

* All exhaust fans and vent covers should be in working order and clean of dust and grease.
* Kitchen cabinets, shelves, and countertops must be clean.
* Refrigerator/freezer must be emptied, cleaned inside and out and defrosted.
* Dishwashers must be cleaned inside and outside, especially the inside lip of the door.
* All sinks and faucets must be wiped clean and free from drainage clogs.
* Kitchen walls and floors must be washed and free of stains, dust, dirt and grease.
* The stove, range oven and microwave must be cleaned inside and outside.

**Bathrooms**

* All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
* All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum, cleanser residue and drainage clogs.
* All medicine cabinets, vanities and drawers must be cleaned inside and outside. All mirrors and light fixtures should be wiped clean.

**All Rooms**

* If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
* **All light bulbs must be in working order and light fixtures/fans cleaned inside and out.**
* All non-carpeted floors should be free of stains, dust and debris and should be mopped.
* All window, screens, and window sills/tracks must be cleaned.
* All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
* Sliding glass doors must be wiped and the door tracks cleaned.
* All walls, ceilings, and closet interiors must be free of smudges, grease and food stains.
* All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt and debris.
* All electrical outlets and light fixtures and fans must be in working condition and free of dirt and smudges.
* All smoke detectors and carbon monoxide detectors must be in working order.
* Laundry and utility rooms must be free of dust, dirt and debris.
* Washer and dryer must be cleaned and lint filter must be emptied (if rented).
* All carpeted areas must be cleaned and stain free (professionally cleaned if needed).
* Small nail holes in walls should only be spackled with lightweight spackle such as “Dap, Fast and Final” or “DuPont Lightweight Spackle.” More than ten new holes in any wall will be considered beyond normal wear and tear.

**Grounds**

* All trash, yard debris, and personal items must be removed from the property.
* All new oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this.
* The garage must be swept clean.
* All animal waste must be removed.

**Keys:**

The Property Manager will inspect the property shortly after **all** keys are returned to our office **(FRONT DOOR KEYS, GARAGE DOOR OPENER AND MAILBOX KEYS)**. By returning the keys, you are relinquishing possession of the property. Rent is charged until **all** keys are returned.

**Security Deposit**

A final inspection will be conducted after you relinquish possession of the property. If damages are noted or cleaning is extensive cleaning is needed, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.