

---

## TENANT MOVE-OUT FORM

---

Please fill out the information below and return to Real Property Management Viking as required by your lease agreement and to assist with a timely return of security deposit monies.

TENANT(S) NAME(S):			
PREMISES ADDRESS:			MOVE OUT DATE:
			/ /
FORWARDING ADDRESS:			
UTILITIES	WATER:	DATE NOTIFIED:	/ /
	ELECTRIC:	DATE NOTIFIED:	/ /
	SEWER:	DATE NOTIFIED:	/ /
	GAS/PROPANE:	DATE NOTIFIED:	/ /
	GARBAGE:	DATE NOTIFIED:	/ /
CELL PHONE:			
Email ADDRESS:			
WORK PHONE:			
Expedited Security Deposit Return:	Yes/No _____ (Initials)		
Separate Security Deposit Checks:	Yes/No _____ (Initials)		
SIGNATURE (All Tenants must sign)	X		
	X		
	X		
	X		

---

## TENANT MOVE-OUT AND CLEANING INSTRUCTIONS

---

### Would you like to get your security deposit back sooner?

We are required to return the security deposit, less any deductions for damages, within 21 days of the later of the termination of tenancy or the date the tenant vacates the dwelling unit.

- We offer an expedited security deposit return and will mail your check within 10 days. Our fee for this service is \$150. All tenants must agree to this service.
- We will also issue individual checks to each tenant. Our fee for this service is \$35 per check issued. All tenants must agree to this service.
- Just notify us of your desire for this service before your lease ends.

### Would you like to have our cleaners clean for you?

We offer cleaning services for tenant who would rather not bother with the cleaning at their move-out. We will provide you with a cost upon request.

- Just notify us 30 days in advance of your lease end if you wish to have this service provided for you.

### CLEANING GUIDELINES / MOVE-OUT RESPONSIBILITIES

Please note, the work in the list below was completed prior to your move-in, so we require that the Premises is in the same condition at your move-out and if not, charges may apply. Contact RPMV if you have any questions, or if you wish to request a move-out pre-inspection.

**Note: if you use one of RPMV's preferred vendors, and the work is not done to our satisfaction, we will hold the vendor accountable for the quality rather than the tenant/resident.**

#### Walls

- Remove all picture hangers
- Wash all walls, baseboards, and trim
- Wash all doors and door frames
- Clean dust from all registers, vents, and other surfaces
- Clean walls behind appliances; refrigerator, washer, dryer, etc.

#### Floors

- Vacuum all carpets
- Carpets should be professionally cleaned by a company with a truck mounted machine; provide receipt upon move out (renting a machine does NOT qualify)
- Hardwood floors should be cleaned with a dust mop; do NOT wax hardwood floors
- Tile and LVP flooring should be mopped; all grout on tile floors should be clean and free of mildew and dirt
- Clean behind and under all appliances; refrigerator, washer, dryer, etc.
- Clean dust from all floor vents

#### Windows/Glass Doors

- All glass should be free of fingerprints, smudges, and dirt
- Vacuum all window tracking, Clean all windowsills All blinds should be free of dust

#### Light Fixtures/Ceiling Fans

- Dust all light fixtures
- Wash all glass light fixture covers; fixture covers should be free of bugs, debris, and dust

(612)915-0100 • 33 TENTH AVE S SUITE 100 HOPKINS, MN 55343 • [WWW.RPMVIKING.COM](http://WWW.RPMVIKING.COM)



- Dust blades on ceiling fans
- Replace all burned out light bulbs with the same kind as was originally installed

Closets

- Remove all hangers
- Remove all items from closet shelves
- Dust closet shelves
- Clean floor in closet

Kitchen

- Clean outside of dishwasher and around door seal, add 1 cup of vinegar inside and run through one complete hot water cycle
- Replace water filters on water tap, icemaker and refrigerator
- Empty all cabinets, drawers, and shelves
- Wipe out all drawers, cabinets, cupboards, etc.
- Clean and disinfect all surfaces in the kitchen including fixtures and appliances
- Clean and disinfect inside and outside of refrigerator including sides; vacuum dust from coils being careful not to damage
- Clean oven inside and out. Remove all baked on grease and food. Run self cleaning cycle AND wipe clean after cycle
- Clean stove top and all walls to remove all grease; pans under coils/burners should be clean as well
- Clean range hood and grease filters; all grease must be removed
- Clean wall behind range; it should be free of grease and spatter
- Clean microwave inside and out
- Clean inside and outside of dishwasher and around the cabinet
- Clean kitchen sink and under sink cabinet

Bathroom

- Clean and disinfect everything in all bathrooms, showers, bathtubs, sinks, toilets, mirrors, and remove any mildew
- Tub/shower should be clean and free of all mildew; grout in tile must be clean
- Toilet bowl and back and sides of toilet must be clean
- Remove all items from vanity drawers, cabinet, closets, etc.; wipe all surfaces
- Mirror should be clean and free from streaks and smudges
- All hair and debris must be removed from drains, floors, and other surfaces

General

- Remove all cobwebs, dust all surfaces, and remove all debris/personal items
- Remove all odors if present using professional odor removal company
- Have all repairs completed (in accordance with the Lease) caused by Tenant(s) other than small nail holes in walls from approved picture hangers
- Replace batteries in smoke detectors
- Fill the water softener salt brine tank (if present) with softener salt to a level just above the water line
- Set thermostats to 72 degrees Fahrenheit.
- Make sure the HVAC filter is less than 30 days old if HVAC is located in your unit
- Return keys, garage remotes, etc. on day of move out to RPMV office
- Remove all garbage, debris and personal property from premises
- Sweep garage, carport, driveway, etc.
- Sweep front and back porch

Groundskeeping (if you are responsible for groundskeeping)

- Sweep out the garage, porch, front, and back
- Mow the lawn, rake it, and clean up the yard
- Trim bushes
- Remove all garbage, debris and personal items from premises
- Clean all debris from yard and mulch/flower beds
- Sweep sidewalks and driveway