

Move Out Packet and Cleaning List



Dear Tenants,

It has been a pleasure having you, and we are sorry to see you go! The next step is preparation! Here is a checklist to help you receive the most out of your security deposit. Please ensure the items listed below have been completed.

- 30 day written notice; complete this through your tenant portal [Resident Portal - Login](#)
- Provide your forwarding address
- Complete the cleaning items listed below

Upon completion of the "Move Out Packet" please **RETURN KEYS TO** Elite Rentals Office by 12:00 pm on the day stated on your 30 day notice. Please note that if keys are not returned to us (this includes leaving keys at the property) on or before your move out date you will be charged rent for the additional days and a non-returned key fee. All keys, including mail keys, must be returned to the office or dropbox labeled with the unit address. To assist us in making refunds to you promptly, we ask that you review the security deposit section of the "Residential Lease Agreement" you signed when you moved in. This will clarify the refund procedure and explain any charges you may have incurred. For more information pertaining to cleaning your unit, please read the remainder of this document.

- ELITE RENTALS OFFICE

1724 Cabellaro Drive, Ammon, ID 83406

Frequently Asked Questions:

Where should I leave garage door openers?

Leave garage door openers on the kitchen counter, DO NOT bring them to the office. Missing openers may result in a charge.

When will I receive my security deposit refund or bill?

Your refund or bill will be mailed to your forwarding address within 30 days of returning your keys. If no forwarding address is provided, it will be mailed to your rental address, relying on the postal forwarding services. For Early Termination this may vary; please reach out to our office for confirmation.

What is the purpose of the "Move Out Checklist"?

This checklist helps tenants repair or replace items to prevent security deposit deductions.

What should I do with utilities in my name?

For early termination, keep utilities in your name until the unit is rented. Otherwise, transfer them to Elite Rentals starting the day after your move-out date.

How much should I clean? What if the apartment was dirty when I moved in?

To receive your full security deposit refund, complete all tasks on the "Cleaning Checklist."

THANK YOU AND BEST OF LUCK WITH YOUR MOVE!

For any additional questions or concerns, please email us at admin@eliterentalsidaho.com

Cleaning Checklist

Living Room:

All Items Removed from the Walls & Filled in with Putty (DO NOT OVER APPLY)
Carpets Vacuumed Including the Edges
Light Switches, Covers & Outlets Cleaned
Window Sills & Tracks Cleaned
Windows Cleaned Inside & Outside
Window Blinds Vacuumed & Cleaned
Doors Cleaned & Sticky Substances Removed
Door & Window Trim Cleaned
Walls Cleaned
Baseboards Cleaned
Light Fixtures Cleaned
Burned Out Bulbs Replaced
Smoke Alarm Batteries Replaced
Fan Blades Cleaned
Change Furnace Filter
Clean All the Vents in the Room

Bedrooms:

All Items Removed from the Walls & Filled in with Putty (DO NOT OVER APPLY)
Carpets Vacuumed Including the Edges
Light Switches, Covers & Outlets Cleaned
Window Sills & Tracks Cleaned
Windows Cleaned Inside & Outside
Window Blinds Vacuumed & Cleaned
Doors Cleaned & Sticky Substances Removed
Door & Window Trim Cleaned
Walls Cleaned
Baseboards Cleaned
Light Fixtures Cleaned
Burned Out Bulbs Replaced
Smoke Alarm Batteries Replaced
Fan Blades Cleaned
Change Furnace Filter
Clean All the Vents in the Room

Kitchen:

All Items Removed from the Walls & Filled in with Putty (DO NOT OVER APPLY)
All Food Items Removed from the Fridge & Freezer
All Items Removed from Drawers & Cabinets
Cabinet Fronts, Tops, & Inside Cleaned
Disposal Flushed Out (pour a little lemon juice for freshness)
Light Switches, Covers & Outlets Cleaned
Window Sills & Tracks Cleaned
Windows Cleaned Inside & Outside
Window Blinds Vacuumed & Cleaned
Doors Cleaned & Sticky Substances Removed
Door & Window Trim Cleaned
Walls Cleaned
Dishwasher Run Through a Cycle Without Food to Remove Excess Food
Drawers Cleaned
Fan Above Stove Cleaned & Fan Vent Washed
Baseboards Cleaned
Clean Stove Burners Including Underneath if the Top Lifts Up
Broiler Drawer Under the Oven Cleaned
Floor Beneath the Stove Swept & Mopped
Light Fixtures Cleaned
Burned Out Bulbs Replaced
Microwave Cleaned Inside & Out
Shine Stove Top (replace drippans if not cleaned to shine)
Oven Cleaned. Wipe Out Inside & Remove Burnt Food
Entire Floor Should be Swept & Mopped
Countertops Scrubbed & Cleaned
Smoke Alarm Batteries Replaced
Freezer Cleaned Including ALL Shelves & Drawers
Fridge Cleaned Including ALL Shelves & Drawers (LEAVE FRIDGE ON)
Gently Pull the Fridge Out & Clean Underneath & Behind
Clean All the Vents in the Room

Cleaning Checklist

Bathroom

All Items Removed from the Walls & Filled in with Putty (DO NOT OVER APPLY)
Floor Swept & Mopped
Light Switches, Covers & Outlets Cleaned
Window Sills & Tracks Cleaned
Windows Cleaned Inside & Outside
Window Blinds Vacuumed & Cleaned
Doors Cleaned & Sticky Substances Removed
Door & Window Trim Cleaned
Walls Cleaned
Baseboards Cleaned
Light Fixtures Cleaned
Burned Out Bulbs Replaced
Shower Scrubbed Removing ALL Soap Residue
Shower Fixtures Polished
Mirrors Cleaned
Sink Cleaned
Countertop Cleaned
All Cabinets Cleaned Inside & Out
Towel Racks Cleaned & Polished
Inside Toilet Bowl Cleaned; Remove any Hardwater Buildup
Toilet Lid, Under Seat, & Around Base Cleaned
Fan Cleaned
Clean All the Vents in the Room

Laundry Room

All Items Removed from the Walls & Filled in with Putty (DO NOT OVER APPLY)
Floors Swept & Mopped
Light Switches, Covers & Outlets Cleaned
Window Sills & Tracks Cleaned
Windows Cleaned Inside & Outside
Window Blinds Vacuumed & Cleaned
Doors Cleaned & Sticky Substances Removed
Door & Window Trim Cleaned
Walls Cleaned
Washer Wiped Down Inside & Out
Dryer Wiped Down Inside & Out
All Shelving Wiped Down
Baseboards Cleaned
Light Fixtures Cleaned
Burned Out Bulbs Replaced
Smoke Alarm Batteries Replaced
Clean Drip Pan Under Water Heater
Change Furnace Filter in Utility Room
Clean All the Vents in the Room

Garage & Outside of the Property

Clean Door Going into the Garage
Clean Out all Items in the Garage
Sweep Out the Garage
Clean all Windows Inside & Out
Remove all Trash, Toys, etc. from the Outside of the Home
Clean up ALL Dog Feces
Weed Flower Beds & Trim Bushes
Patios Must be Cleaned & Swept