



Move-Out Procedures

154 North Chillicothe Street • Plain City, Ohio 43064 • 614.873.3423 • rentals@smuckercompanies.com

Thank you for giving advanced notice that you are moving!

- Your rental agreement requires that you leave your unit in a clean and undamaged condition. Please use the list below as a guide for cleaning when you vacate.
- Please notify us of the date you will turn in your keys.
- Your cooperation with the showing of the residence for re-rental and keeping it in presentable condition is appreciated!

CLEANING CHECKLIST

- Wash all windows inside and out in all rooms.
- Clean out window tracks.
- Wash window sills and curtain rods.
- Wash inside and outside of front doors and back doors.
- Clean out fireplace (if applicable)
- All marks must be washed off the walls and interior doors.
- Remove all nails, patch.
- Wash all vinyl and tile floors.
- All trash must be removed from the premises.
- Clean all blinds and wash or dry clean all drapes and valances.
- All carpeting is to be vacuumed and shampooed by a professional cleaner with a copy of the receipt turned in to Smucker Rentals.

Kitchen

- Clean inside and out of dishwasher and range hood.
- Scrub kitchen floor, including under the movable appliances.

Refrigerator

- Wash inside of refrigerator with warm water.
- Wash and dry outside of refrigerator.
- Take out vegetable drawers and wash in warm water, dry and replace.
- Freezer must be defrosted and cleaned.
- Move refrigerator out from wall and clean underneath.
- Please DO NOT TURN OFF refrigerator.

Stove

- Remove racks and broiler pan, soak in hot water to clean, dry well.
- Clean inside of oven and top of stove, including under elements.
- Clean over pan drawer, exhaust fan, hood.
- Remove lower drawer and clean under stove.
- Wash and dry outside of stove.

Cabinets & Drawers

- Wash cupboards inside and out.
- Remove any shelf paper.
- Wipe out drawers with damp rag.
- Clean sink and counter tops.

Bathrooms

- Wash down tile.
- Clean bathtub, tile around the tub, sink, door and fixtures.
- Clean inside and outside of toilet.
- Clean the inside of medicine cabinet.
- Wash mirror.
- Scrub floor.

Light Fixtures

- Remove and wash coverings, replace.
- Replace any burnt out bulbs.