

**Benchmark Real Estate, LLC**  
**Move-out checklist - Guideline**

**Address:** \_\_\_\_\_

1. \_\_\_\_\_ Window coverings and mini blinds cleaned and in working order (\$25 each)
2. \_\_\_\_\_ Apartment must be broom swept clean, mopped, and or vacuumed (\$25 per room)
3. \_\_\_\_\_ All kitchen(s) and bathroom(s) must be completely clean (\$100 per room)
4. \_\_\_\_\_ All walls must be clean and painted the same color as before tenancy began (\$50 per room)
5. \_\_\_\_\_ Steam clean any/all carpet(s) (\$100 per room)
6. \_\_\_\_\_ Clean all windows (\$10 per window)
7. \_\_\_\_\_ Remove all of your personal possessions and belongings. (\$100)
8. \_\_\_\_\_ No trash shall be left behind; Do NOT leave garbage at the curb (\$100)
9. \_\_\_\_\_ If applicable, all exterior areas shall be cleaned of debris and left clean (\$100)
10. \_\_\_\_\_ If applicable, exterior lawn and landscaping shall be presentable (\$200)
11. \_\_\_\_\_ All kitchen appliances cleaned (\$50 each)
12. \_\_\_\_\_ All keys shall be returned at inspection (\$20 per key)
13. \_\_\_\_\_ All doorknobs and deadbolts shall be in working order **with original key** (\$50 each)
14. \_\_\_\_\_ All light fixtures are to be cleaned and work properly with working light bulbs (\$25 each)
15. \_\_\_\_\_ All electrical outlets and covers are to work properly (\$30 each)
16. \_\_\_\_\_ All plumbing is to be free of any leaks or blockages (\$100 each)
17. \_\_\_\_\_ If applicable, all heating, A/C and venting is to be cleaned and working properly (\$200)
18. \_\_\_\_\_ All smoke alarm(s) and carbon monoxide alarm(s) shall be working properly (\$50 each)
19. \_\_\_\_\_ Leave ALL utilities on until your move-out inspection has completed (\$100)
20. \_\_\_\_\_ Parking a vehicle in the yard (\$50)
21. \_\_\_\_\_ Tenant has given 30 day notice in writing before vacating the premises.
22. \_\_\_\_\_ Other \_\_\_\_\_

**Schedule your inspection with Roy 402-320-3648**

All of the aforementioned items need to be done **PRIOR** to your move-out inspection so that you can **RECEIVE YOUR FULL SECURITY DEPOSIT BACK** (less any withholding from earlier tenancy). Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy will be deducted from your Security Deposit.

If additional money is needed to restore said home, Landlord will send Tenant a bill and/or file legal suit for said money in court. Your security deposit will be mailed within 30 days of your move-out inspection to the address you provide Landlord (if no new address is given, any remaining Security Deposit money will be mailed to current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address). Please also note the replace/repair cost(s) for items you leave in disarray.

Good luck with your move.