



260 N "J" Street, Tulare, CA 93274
Phone: (559)688-1400 • Fax: (559)688-1370

YOU MUST REQUEST & SCHEDULE A PRE-INSPECTION WALK-THROUGH ONE WEEK PRIOR TO TURNING IN KEYS

Move-Out Checklist

Responsibility of the Tenant(s):

- Walls: **DO NOT** patch any holes in the walls, patching holes in the walls may create additional damage
- Doors & Window Screens: Install/Replace any doors or screens that are missing and/or damaged
- Smoke & Carbon Monoxide Detectors: Must be functioning properly & have working batteries
- Hood Filter: Must be cleaned
- Light Bulbs: Must be working
- Outlets/Light Switches: Install/Replace any that are missing and/or damaged
- Door Knobs: Must be original door knobs (no key knobs)
- Door Stops: Install/Replace any that are missing or damaged
- Light Fixtures: Must be cleaned, undamaged, & intact
- Ceiling Fans: Must be cleaned, undamaged, & intact
- Towel Racks/Toilet Paper Holder(s): Must be cleaned, undamaged, & intact
- Yard (if applicable): Front & back yard must be mowed
- Cleaning: sink, cabinets, counter tops, pantry, tub/shower, toilet, stove (including are under the burners), oven, microwave, hood range, dishwasher, & fridge (if applicable) must be cleaned**
- Carpet: Must be professionally steam cleaned & an invoice from a professional carpet cleaner must be provided to Excel Property Management. Failure to provide an invoice will result in an additional charge to have the carpets professionally steam cleaned.**
- Trash: Any trash and furnishings that are not removed from the premises will result in an additional haul off charge.**

Tenant is responsible for the above repairs, any repairs that are not done prior to moving out will be deducted from the security deposit. Thank you for your cooperation in this matter.

When Turning in Keys:

- Turn in all keys to the property
 - Front/Back Door Key
 - Mailbox Key
 - Garage door opener (if applicable)
- Provide the rental office with your forwarding address and a valid phone number