



ALLIANCE PROPERTY MANAGEMENT, INC

3578-E HARTSEL DRIVE, #307 • COLORADO SPRINGS, CO 80920 • ALLIANCECOLORADO.COM • (719) 355-8688

TENANT MOVE OUT CHECKLIST

Complete the [Notice to Vacate form on our website \(found on the Tenant Resource page\)](#)

BEST WISHES IN YOUR NEW HOME! We hope the information provided here assists you in the move out process. We understand moving is extremely stressful, so please take the time to **read through this entire document**. Do contact us via email if you need additional clarification.

As part of your Lease Agreement, the home must be returned in the same condition (or better), minus normal wear and tear. The home must be completely empty of all your belongings and the required move out work must be completed NLT midnight on your lease ending date. You will be charged additional rent days and possibly additional fees if the required work is not completed on time.

Alliance does NOT schedule any move-out inspections with tenants, our move out inspection is completed after your lease ending date. (or sooner if you turn over possession before lease end date)

LEASING & SHOWING YOUR PROPERTY:

- Showings may begin within 30-45 days of your lease end date
- You will be notified via EMAIL with 24-hour notice of any showings.
- Please keep a key in the provided lockbox for showings, at all times



SECURITY DEPOSIT

In accordance with the terms of your lease, the security deposit reconciliation is processed and mailed NLT 60 days after the lease ending date. **You may contact us inquiring about its status, after day 53.** As required by law, the security deposit reconciliation is mailed to your last known address. Be sure you have provided us your forwarding address. Any refund check (if applicable) will be made payable to all tenants on the lease.

TO DO:

- ✓ Complete the Notice to Vacate form on our website (found on the Tenant Resource page)
- ✓ **UTILITIES:** Call all utility services to order a final reading through the last date of your lease agreement. **!!!! DO NOT DISCONNECT ANY UTILITIES!!!!** Utilities must remain in your name through the lease end date.
- ✓ **Keep the FURNACE ON, set to 60 degrees HOLD,** when vacating Sept-May
- ✓ **Set up mail forwarding:** Notify USPS and remove property address from all online retailers such as Amazon. After move-out, if any assistance is needed in redirecting mail or packages, APM will charge a convenience fee for this service
- ✓ **Report** any known maintenance items to APM via your tenant portal
- ✓ **Schedule** carpet cleaning, using any professional company with truck mounted equipment. **(provide receipt to APM within 2 days of lease end date)** Vacuum carpets when home is vacant, **BEFORE CARPETS ARE CLEANED**
- ✓ **Secure** all the doors and windows upon departure
- ✓ **Email** Alliance PM your forwarding address (if you haven't done so already) admin@alliancecolorado.com

INTERIOR DEEP CLEANING

The entire premise must be deep cleaned throughout. Follow our cleaning guide below. **If the home is not cleaned in accordance with our cleaning checklist a full cleaning fee will be deducted from your deposit.** Most tenants fail to clean the following areas: entire exterior of toilet (pay attention to the hinge of the toilet lid), food splatter under the microwave, food splatter on the kitchen walls, baseboards, blinds, window ledges, inside/outside of all cabinets
*****Follow cleaning guide below.

CARPET CLEANING

Carpets must be professionally cleaned using a professional service with truck mounted cleaning equipment. Order pet-treatment if you have an animal in your home. The carpet cleaning must be completed NLT midnight on your lease ending date and a paid receipt must be submitted to APM w/in 2 days of move out. (leave receipt in home or email it to: admin@alliancecolorado.com)

Don't Stress! Hire a professional cleaning service!

Alliance PM recommends these vendors

Colorado Springs Vendors:

Sparklean (720) 936-0411 (house cleaners)

EE Clean (719) 231-6347 (house cleaners & carpet cleaners) <https://eecleaning.net/>

Premier Carpets (719) 268-1611 <https://thepremierclean.com/>

Hydro Clean (719) 594-9376 <https://hydrocleaninc.com>

CRM Cleaning Service (719) 362-0588 (carpets and deep clean) info@crmcleaning.com

Denver Vendors:

CRM Cleaning Service (719) 362-0588 (carpets and deep clean) info@crmcleaning.com



WALL HOLE REPAIRS

View the wall repair guide located in your tenant portal and on our website. All nail holes or other holes must be properly patched and painted with matching paint color. NOTE: Nail holes and patching must be completely up to professional standards. If you do not have the exact paint to patch, and/or have never patched holes, please contact Alliance Property Management for the name of a handyman to do this for you. We will not schedule this work for you. If you attempt to patch holes and it is done improperly, we will charge you for correcting the issue.

Touch up paint where needed. (must match existing wall color) Any leftover paint in the home is not guaranteed to match. **Test the paint first.**

KEYS, REMOTES, POOL CARDS, PARKING PASSES, ETC

Unless instructed otherwise, leave 1 house key in the lockbox on your door and all other keys, cards, parking passes, etc. in the kitchen drawer.

- ✓ Return the home in the same (or better) condition as move in, minus normal wear and tear
- ✓ Replace or repair every damaged item in the home (excluding normal wear and tear) that occurred during your tenancy

Security deposit reconciliation is processed NLT 60 days after lease ending date

You may contact us AFTER 53 days has passed to inquire about its status

DEEP CLEAN CHECKLIST

Entryway, Hallways, Exits, Living Room, Dining Room, Family room

- Check closets for any items left behind
- Dust hanging light fixtures and/or ceiling fans
- Dust exposed a/c-heat registers
- Dust/vacuum windowsills throughout the entire house
- Wipe down interior of all doors and doorknobs
- Spot clean all walls
- Clean all window blinds
- Clean all light switches or other electrical plates
- Clean patio doors both inside and outside
- Sweep and mop any bare floors (including closets)
- Remove any ceiling cobwebs
- Replace any burned out light bulbs
- Carpets must be vacuumed **before** they are professionally cleaned

Kitchen and Laundry Areas

- Check all cabinets, closets and pantry for any items left behind
- Wipe down inside and outside of all cabinets
- Clean any grime on the walls (pay close attention to walls near sink and oven)
- Clean all countertops and backsplashes
- Clean inside and outside of all appliances: i.e., dishwasher, oven, microwave and refrigerator
*(IMPORTANT: be sure to clean the rubber seals and vents on the bottom of refrigerator and also clean the **top** of the refrigerator)*
- Replace stove-top drip pans*
- Sweep and mop behind all appliances*
- Clean and disinfect all sinks and faucets
- Wipe down washer/dryer
- Dust/vacuum windowsills throughout the entire house
- Clean all window blinds throughout the entire house
- Wipe down interior of all doors and doorknobs
- Clean all light switches or other electrical plates
- Spot clean all walls
- Sweep and mop any bare floors (including closets and/or pantry)
- Carpets must be vacuumed **before** they are professionally cleaned
- Remove any ceiling cobwebs
- Replace any burned out light bulbs (including appliances)
- Remove ALL cleaning chemicals.

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Bedrooms and Office Areas

- Check closets for any items left behind
- Dust hanging light fixtures and/or ceiling fans
- Dust exposed a/c-heat registers
- Dust/vacuum windowsills throughout the entire house
- Clean all window blinds throughout the entire house
- Wipe down interior of all doors and doorknobs
- Clean all light switches or other electrical plates
- Spot clean all walls
- Clean patio doors both inside and outside
- Sweep and mop any bare floors (including closets)
- Carpets must be vacuumed **before** they are professionally cleaned
- Remove any ceiling cobwebs
- Replace any burned out light bulbs

Bathrooms

- Check closets and cabinets for any items left behind
- Wipe down inside and outside of all cabinets
- Clean inside and surround of all tubs and shower stalls (including the glass doors)
- Clean and disinfect all sinks and faucets
- Clean all mirrors
- Clean toilets (all areas including base of toilet)
- Wipe down all towel racks
- Wipe down interior of all doors and doorknobs
- Clean all light switches or other electrical plates
- Dust/vacuum windowsills throughout the entire house
- Clean all window blinds throughout the entire house
- Spot clean all walls
- Sweep and mop any bare floors (including closets)
- Remove any ceiling cobwebs
- Replace any burned out light bulbs
- Remove all cleaning supplies and chemicals

Garage

- Check for any items left behind (remove all chemicals)
- Sweep garage floor
- Replace any burned out light bulbs
- Replace garage remote/keypad batteries if necessary

Outside/Yard (if applicable)

- Mow grass and pull weeds
- Remove all your items
- Pick up pest waste
- Remove trash and weeds from yard including window wells

Miscellaneous

- Empty and clean out any storage units, decks, patio or similar
 - Replace any burned out light bulbs throughout home and garage
 - Replace any dead smoke detector and CO detector batteries
 - Remove any adhesive towel holders, hooks, etc. you may have installed
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- ✓ REMOVE ALL TRASH FROM THE HOME AND PREMISES
 - ✓ REMOVE ALL CHEMICALS from the home, and properly dispose
 - ✓ SECURE ALL DOORS AND WINDOWS UPON DEPARTURE

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