

Renter's Exit Checklist

Main Room & Bathrooms

- ☐ Tables & chairs returned to racks; racks returned to west (concrete) wall
- ☐ Floor swept
- ☐ Sound system turned off & screen by fireplace raised
- ☐ Window blinds up & window closed
- ☐ Bathroom sinks & toilets cleaned
- ☐ Rugs vacuumed (best if done just before leaving)

Kitchen

- ☐ Counters cleaned
- ☐ Sinks cleaned
- ☐ Floors swept
- ☐ Mop as needed
- ☐ All food from fridge & freezer removed; inside & doors of fridge cleaned
- ☐ Plates, glasses, silverware & utensils cleaned and returned to cupboards
- ☐ Coffee maker(s) unplugged; filters cleaned and any grounds cleaned up.
- ☐ Oven off
- ☐ Used towels & rags should be placed in "dirty rags" bin

Trash & Recycling

- ☐ Empty trash & recycling in kitchen area & replace with new liner bags
- ☐ Empty bathroom trash cans & replace with new liner bags
- ☐ All trash & recycling must be taken with you (fees charged if left behind)

Just before you leave

- ☐ Check that all inside lights are turned off
- ☐ Check that no water is running (faucets/toilets)
- ☐ Check that all windows are closed and secured (including bathroom windows)
- ☐ Ensure all doors are securely closed (double check back exits)
- ☐ Check for personal items
- ☐ Last person out – LOCK FRONT DOOR by pushing the inside lock icon