

## MOVE-OUT CHECKLIST

To help ensure a smooth move-out and timely return of your security deposit, please complete the following steps before turning in your keys.



### MOVE-OUT PREPARATION

- Provide written notice per your lease (60 Days+)
- Complete Pre Move-Out Inspection:  
Trademark will send you a link to our inspection platform. You will complete the inspection using your phone. Please reach out to Leasing if you need access to the inspection platform or need help completing the inspection.
- Set utilities to end on move-out date
- Submit forwarding address
- Schedule key return



### GENERAL CLEANING

- Remove all personal belongings
- Sweep, vacuum, and mop floors
- Dust baseboards, vents, ceiling fans, and light fixtures
- Clean doors, trim, and switch plates
- Remove nails, screws, hooks, and wall anchors
- Patch small nail holes
- Remove all trash and debris



### KITCHEN

- Clean refrigerator, freezer, oven, stovetop, and microwave
- Clean cabinets, drawers, and countertops
- Clean sink and dispose of food properly



### BATHROOM(S)

- Clean toilet, tub/shower, sink, and mirrors
- Remove soap residue, mildew, and buildup
- Clean vanity and medicine cabinet



## LIVING AREAS & BEDROOMS

- Clean closets and shelving
- Clean windows, sills, and tracks (where accessible)
- Carpet cleaned if required by lease



## MAINTENANCE

- Replace burned-out light bulbs
- Replace HVAC air filter
- Report any outstanding maintenance issues
- Smoke/CO detectors remain in place



## EXTERIOR (IF APPLICABLE)

- Clean patio, balcony, or porch
- Remove items from storage areas
- Lawn care completed if tenant-maintained



## FINAL STEPS

- Return all keys, fobs, and remotes
- Lock doors and windows

**Important:** Normal wear and tear is expected. Excessive damage, missing items, or cleaning beyond normal use may result in charges per your lease and state law.

**Security Deposit:** After you move out, Trademark will determine if you are responsible for any damages. Your security deposit, less any assessed damages, will be returned to you via check within 30 days.