



**ALL COUNTY**<sup>®</sup>  
Colorado Springs  
Property Management

811 South Tejon Street  
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## Move Out Checklist

### Dear Valued Residents,

We hope you have enjoyed living in your All County<sup>®</sup> residence. Except for normal wear and tear, you are required to leave your surroundings in the same condition as it was when you moved in. Upon our final inspection, we must find no problems that you didn't state in your move-in inspection report.

Check off each item below as you complete the step, and then email or bring the form to our office. If you have any questions, call our office.

Please note that vendors will be hired to complete steps you miss, and this money will come out of your security deposit.

### Outside

**Please note:** If the yard has been neglected, a professional lawn service will be hired to make it ready for the new tenants. The company will be paid from funds deducted from your security deposit. The same goes for trash removal and any other services you do not thoroughly complete. How much of your security deposit is returned is up to you.

\_\_\_\_\_ **Initial here** when all outside steps have been completed. Attach the carpet cleaning receipt that shows pet treatment, and your receipt for return of keys and garage remotes.

### Follow these steps:

- Mow the yard and remove all weeds.
- Water the yard thoroughly every day until move-out.
- Remove all animal droppings. Leave none behind.
- Remove trash and debris. Leave none behind.
- Clean up any oil spots left in garage or driveway.
- Clean garage of all debris, cobwebs, and dust. Sweep. Please double check.
- Sweep out storage areas, porches, and balcony. Ensure you clean and remove everything under the porch.

## Inside

**Please note:** Have all carpets professionally cleaned by a truck-mounted steam cleaning vendor, and attach the receipt to this form when you turn it in. If you have pets, add a carpet pet treatment when your carpets are cleaned. If you do not do this step, we will hire our own choice of carpet cleaning company, and the company will be paid from funds deducted from your security deposit. The same goes for any other inside cleaning you do not thoroughly complete. ***How much of your security deposit is returned is up to you.***

\_\_\_\_\_ ***Initial here*** when all inside steps have been completed. Don't forget to attach the carpet cleaning receipt, showing pet treatment.

## Kitchen

Clean the refrigerator. This may include defrosting, and washing completely inside and out.

Clean outside door of dishwasher. Clean inside, including any buildup of impurities along stripping and throughout the dishwasher.

Clean entire range and vent hood: including oven, stovetop, under burners and rings, drip pans, and bottom drawer.

Wash down walls and remove marks.

Empty and wash down all cabinets and drawers.

Clean inside of windows, window seals, glass, and blinds.

Wipe down all doors inside and out. Wipe top of the door and door frames.

Sweep and mop floors. Make sure your mop is clean and does not leave streaks.

Dust ceiling and corners for cobwebs.

Dust and wipe down baseboards, light fixtures, ceiling fans, and vents.

## Bathrooms

Wash down walls and remove marks, watching for mildew and mold.

Empty and wipe down closets and closet shelves.

Empty and wash down all bathroom cabinets and drawers.

Sweep and mop the floor. Do not leave streaks.

Dust and wipe down baseboards, light fixtures, bathroom fans and vents.

Scrub bathtub and shower thoroughly.

Clean drains.

## Bedrooms and Living Areas

Empty and wipe down closets and closet shelves.

Empty and wash down cabinets.

Sweep and mop hard floors. Vacuum carpets.

Dust and wipe down switch plates and outlets.

Wash down walls and remove marks.

Dust ceiling and corners for cobwebs.

Dust and wipe down baseboards, vent covers, light fixtures and ceiling fans.

Clean out fireplace and any area surrounding the fireplace. If it is a wood burning fireplace, it must be cleaned out.

Dispose of trash. Do not leave anything behind to be picked up, disposed of, or hauled away.

## Miscellaneous Items

Please make sure to leave all CO detectors and smoke detectors installed by All County®. This is the law. Once you have cleaned your residence and removed your belongings, call All County® to set up an appointment to return your keys and remotes. In accordance with your lease, you will be charged for each day(s) until you hold the receipt for return of all keys and remotes.

\_\_\_\_\_ ***Initial here*** when all miscellaneous items have been completed.

### Follow these steps:

Wipe down washer and dryer. Clean lint trap to clothes dryer.

Repair/replace all torn or missing window screens.

Change air conditioning and furnace filters.

Replace all burned out bulbs.

Request a final meter reading for utility services.

Cancel all newspapers or other subscriptions that come to the address.

Change your address with the post office. You can fill out a form at the post office or do it online at: <https://usps.com/move>

Transfer utilities back to the homeowner. ***Do not turn off the utilities, or you will be charged with the reconnection costs.***

Return all keys and garage door remotes to All County®. Make sure you get your receipt and attach it to this document.

Give All County® your forwarding address where we may send your security deposit.

### **About your security deposit**

Per the lease, we have up to 60 days to return any remaining deposit to you.

**Remember:** How much deposit you recover is up to you! Follow this checklist exactly to receive as much of your deposit back as possible. Any moneys deducted from your security deposit (*due to past due rent, damages, insufficient cleaning, etc.*) will be thoroughly explained in writing, according to Colorado State Law.

That's it!

It's been wonderful having you as a tenant. We wish you all happiness in your new residence.

Please sign below to show that you approve of this completed document. If you have any questions, call us before signing. If you sign this document electronically, please note that this counts as a legal signature.

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**Resident Signature**