** MOVE-OUT CHECKLIST **

[ ]  Clean sinks and cookstove and replace drip pans, clean oven, refrigerator, dishwasher, bathtubs & showers, toilets and lavatories, mirrors, etc.

NOTE: DO NOT LEAVE FOOD IN REFRIGERATOR!!! UNPLUG & LEAVE REFRIGERATOR DOORS OPEN AFTER CLEANING.

[ ]  Wipe baseboards/remove cobwebs from ceilings and walls/clean all cabinets, and drawers inside and out.

**[ ]** Clean light fixture, covers/ceiling fan blades.

[ ]  Replace burned out bulbs (interior and exterior) or a per bulb charge will be taken from security deposit.

**[ ]** Clean all marks, etc. from all walls, trim, doors, and light switch covers.

**[ ]** Sweep and mop all kitchen, bath, and other non-carpeted floors.

[ ] Sweep and mop under refrigerators and cookstoves.

**[ ]** Wash inside window glass, clean blinds, and wipe window sills.

ITEMS THAT USUALLY GET MISSED IN CLEANING:

[ ]  UNDER COOKTOP & REFRIGERATOR

[ ]  INSIDE OVEN, & BASE OF

[ ]  BEHIND & INSIDE TOILETS

[ ]  LIGHT COVERS

[ ]  WINDOWS & BLINDS

[ ]  CEILING FAN BLADES, SWITCH PLATES

[ ]  YARD TRASH

[ ]  AC FILTERS NEED REPLACED

#### [ ]  Lessee(s) must have lawn mowed and trimmed (when applicable) no more than 5 days prior to lease expiration date.

[ ]  Make sure City of Stillwater/ roll around trash cans are emptied upon move out.

[ ] All furniture needs hauled off.

[ ] All personal items need removed.

* **Lessee(s) agrees that Lessor will have carpets cleaned after move-out and deduct charges from security deposit OR Lessee may have carpets cleaned by the following APPROVED company and provide Lessor with receipt as proof of cleaning NO LATER THAN 30TH MOVE-OUT DATE: Aladen Carpet 405-624-8922.**
* **The deposit CANNOT substitute for the last month’s rent. Rent is due through the FULL lease term. BY OKLAHOMA LAW, A LANDLORD HAS 30 DAYS FROM THE EXPIRATION DATE OF THE LEASE TO RETURN SECURITY DEPOSITS. If you have not provided a forwarding address, please do so prior to moving out.**
* **Lessee(s) MUST notify Lessor at least 24 hours prior to move-out. Except where utilities are paid for by Lessor, LESSEE(S) MUST LEAVE ALL UTILITIES ON AT LEAST THREE (3) BUSINESS DAYS AFTER THE END OF THE LEASE IN ORDER FOR CHECK-OUT PROCEDURES TO BE COMPLETED. IF UTILITIES MUST BE TURNED ON BY LESSOR FOR THIS, LESSEE(S) WILL BE RESPONSIBLE FOR RECONNECTION CHARGES/USAGE.**
* **Drop keys off at 424 E Lakeview Rd, Stillwater OK 74075 in an envelope labeled with the property address.**