

**Move-Out Checklist**  
**Mitchell Realty Services, Inc. | Gainesville, Florida**

Thank you for renting with us! To ensure a smooth move-out process and expedite the return of your security deposit, please complete the following checklist before vacating the property.

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## Move-Out Checklist

### General Requirements:

- Provide written notice of your move-out date in accordance with your lease agreement.
- Confirm forwarding address for your security deposit refund:

**Forwarding Address:** \_\_\_\_\_  
\_\_\_\_\_

### Cleaning:

- **General Cleaning:**
  - Remove all personal belongings from the property.
  - Dust and wipe down all surfaces, including baseboards and window sills.
  - Sweep, vacuum, and mop all floors.
  - Clean light switches, outlets, and door handles.
- **Kitchen:**
  - Clean and empty all cabinets and drawers.
  - Wipe down countertops and backsplash.
  - Clean stove/oven, refrigerator, microwave, and dishwasher (inside and out).
  - Remove all food items.
- **Bathrooms:**
  - Clean mirrors, sinks, and countertops.
  - Scrub toilets, tubs, and showers.
  - Remove soap scum and mildew from tiles and grout.
- **Bedrooms/Living Areas:**
  - Ensure closets, drawers, and shelves are emptied and wiped down.
  - Remove all nails, hooks, and adhesives from walls.

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**Maintenance:**

- Replace any burned-out lightbulbs.
- Replace HVAC filters with the correct size: \_\_\_\_\_.
- Test smoke detectors and replace batteries if needed.
- Repair or report any damages beyond normal wear and tear.

**Exterior (if applicable):**

- Mow the lawn, trim bushes, and remove weeds.
- Sweep porches, patios, and sidewalks.
- Remove all trash and debris from the yard.

**Trash Removal:**

- Dispose of all trash and recycling according to local guidelines.
- Empty and clean trash bins.

**Final Walkthrough:**

- Confirm that all keys, remotes, and access devices are returned:
  - Keys: \_\_\_\_\_
  - Mailbox Key: \_\_\_\_\_
  - Garage Remote: \_\_\_\_\_

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**Important Reminders:**

- Per **Florida Statute 83.49**, your security deposit will be returned within **15 days** of move-out if there are no damages or outstanding balances. If deductions are necessary, you will receive written notice within **30 days**.
- All personal items left behind will be disposed of after move-out.

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**Need Assistance?**

If you have any questions or require clarification, please contact us:

**Office Phone:** (352) 374-8579

**Email:** [contact@mitchellrealtygainesville.com](mailto:contact@mitchellrealtygainesville.com)

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We appreciate your cooperation and wish you the best in your next home! 🏠