



Please use this checklist when preparing the property for final inspection. Charges may be from deducted from your security deposit if these items require attention after you vacate.

This form must be returned to The Abshure Realty Group office with all assigned keys, pool passes, gate and garage door openers. Our office address is 201 S. Main St. Fuquay Varina, NC 27526

Tenant Name: _____

Property Address: _____

Lease End Date: _____

Forwarding Address: _____

Keys, Pool Passes, Garage Door Openers, Etc.

___ Collect all keys, passes, door openers, etc. to be returned to The Abshure Realty Group

Utilities

___ Contact all utility companies and set the date for termination of services. The termination date must coincide with your lease termination end date.

Online Payments

___ Log into your portal and update your auto-payment end date so that the rent payments end AFTER your final rent payment is submitted.

Air Filters and Light Bulbs

___ Replace all air filters

___ Replace burned out light bulbs. If the property had LED bulbs prior to your move, you must replace them with LED bulbs if they have burned out.

Cleaning

___ Schedule professional carpet cleaning with a carpet cleaning company. Referrals are available if requested by resident and the vendors may provide a discount for using their service. Proof of paid receipt/ invoice of service must be turned in with this checklist.

___ Bag and remove any trash or abandoned property. DO NOT dispose of garage door openers, magnetic pass cards, keys, appliance manuals, HOA information, paint, carpet and vinyl patches, or any other items that will be needed by the next occupant! If lawn care items were provided by the landlord, please leave these items at the property.



Bedrooms and Living Rooms

- Clean ceiling fans and light fixtures including the inside of the globes to remove any debris
- Clean doors, window sills, sashes and window trims and blinds
- Clean and dust baseboards
- Wipe down shelves including built-ins, mantels and closet shelving
- Clean vents including cold air returns
- Clean around light switches
- Check off completed rooms
- Entry hall
- Living room
- Dining room
- Bedrooms (Number: _____)
- Garage
- Other: _____
- Other: _____
- Other: _____

Bathrooms

- Dust light fixtures, walls, doors and baseboards
- Dust out cabinets and drawers
- Clean exhaust fan cover
- Sweep and mop the floor
- Clean showers, shower doors and tubs including grout
- Clean vanity sinks, medicine cabinets, shelves and mirrors
- Polish faucet fixtures
- Clean toilet tank, seat, lid, bowl and base
- Clean tissue holders and towel bars
- Check off completed baths



- ___ Master bath
- ___ Hall bath (Number:___)
- ___ Half bath (Number:___)
- ___ Other: _____

Laundry Room

- ___ While dry, dust for cobwebs, lint and loose material
- ___ Sweep the floor
- ___ Empty dryer lint trap
- ___ Clean washing machine around rim
- ___ Clean cabinets, shelves, doors, drawers, sink and faucet
- ___ Mop the floor

Kitchen

- ___ While dry, dust for cobwebs and loose material
- ___ Dust out cabinets and drawers
- ___ Sweep the floor
- ___ Clean appliances
- ___ Clean dishwasher door and set dishwasher to cycle
- ___ Clean microwave inside and outside
- ___ Clean range hood; remove and clean air filter
- ___ Remove all food and wipe clean refrigerator and freezer
- ___ Clean all interior surfaces, trays, shelves and drawers
- ___ Clean door gaskets
- ___ Clean handles and hinges
- ___ Clean vent grill under door
- ___ Clean range/oven/cook-top



- ___ Remove burners and drip pans and clean or replace
- ___ Lift range top and clean under drip trays
- ___ Wipe out cabinets and drawers and clean drawers and cabinet doors
- ___ Clean countertops
- ___ Clean sink and polish faucet
- ___ Sweep and Mop floor surface

Exterior Cleanup

- ___ Dispose of all trash and unwanted personal property
- ___ Mow and trim the yard
- ___ Sweep off porches, decks, sidewalks and drives
- ___ Sweep out storage areas
- ___ Sweep corners and light fixtures for cobwebs

Arrange for Final Inspection

___ Contact The Abshure Realty Group in your tenant portal to notify us when the property will be ready for final inspection by clicking "ADD TASK" and Attach your completed checklist.

Your lease possession ends at NOON on the last day of the lease term when keys, passes, garage door openers, etc. have been delivered to The Abshure Realty Group.

The Abshure Realty Group will conduct a final inspection after all keys are returned to our management office

- ___ Deliver keys, passes, garage door openers, etc. to The Abshure Realty Group
- ___ Provide your new address for security deposit processing.

Resident signature _____ Date _____

Resident signature _____ Date _____

Resident signature _____ Date _____

Resident signature _____ Date _____

Received by The Abshure Realty Group _____ Date _____