



Move-Out Checklist

To help insure the apartment is in proper condition, please complete the following:

1. Schedule a move out by calling or texting (701) 373-5679, or emailing info@onyxpropertymgmt.com.
2. Return all keys and transmitters at the time of move-out.
3. Provide a 30-60 day notice depending on your lease along with your forwarding address.
4. Clean the kitchen. Remember to thoroughly clean inside, under and above all appliances with warm soapy water/all-purpose cleaning solution. Burned out range and refrigerator bulbs must be replaced with appliance bulbs.
 - a. Refrigerator
 - i. Remove all items from the fridge and wipe all shelves and drawers.
 - ii. Pull fridge out and clean floor underneath.
 - iii. Clean seals around the doors.
 - iv. Unplug the refrigerator and clean the dust from the coils on the back.
 - v. Plug in refrigerator and turn temperature control back to normal.
 - b. Range
 - i. Remove range hood filter and clean the area underneath the filter.
 - ii. Remove the burners and clean the drip pans and the area under the drip pans.
 - iii. The oven and oven door should be cleaned (remember to clean around the hinges).
 - iv. Clean the inside of the oven (oven cleaner and a small razor blade work well).
 - v. Also clean out the oven drawer
 - c. Dishwasher
 - i. Run the dishwasher with dishwasher soap. Clean the inside around the seals of the door.
 - ii. Clean the outside completely (knobs and hinges.)
 - d. Miscellaneous
 - i. Wipe light switches.
 - ii. Clean cupboards inside, outside, and above with warm soapy water.
 - iii. Wipe down walls
 - iv. Clean windows and tracks
 - v. Clean light fixtures/fans (globes and blades)
 - vi. Floors and trim boards

5. Bathrooms. Thoroughly clean sink, toilet, tub, shower, shower head, vanity, medicine cabinet, walls ceiling, floor, trim boards, mirrors, light fixtures and linen closets.
 - a. Tub/Shower
 - i. Clean around the top of the tub surround and make sure that all of the soap residue is removed.
 - ii. The showerhead is scrubbed to remove all corrosion.
 - iii. Faucets and tub plugs must be free of all soap residues.
 - iv. All chrome should be shining and free from water spots.
 - b. Toilet
 - i. Clean the toilet bowl, seat, seat cover hinges and bolt covers.
6. Living/Dining Room. Thoroughly clean all walls, ceilings, floors, windows, curtain rods, balconies, balcony door, balcony door track, air-conditioner and light fixtures.
 - a. Air conditioner
 - i. Clean all the grills as well as the filter. The filter is cleaned with warm, soapy water.
 - b. Windows
 - i. Clean both sides of the windows with glass cleaner
 - ii. Clean the tracks as well.
7. Bedroom/Hallways. Thoroughly clean walls, floors, ceilings, windows, window tracks, closets, light fixtures, curtain rods, trim boards and all shelves. Please refer to section 6b regarding windows.
8. Other:
 - a. All carpeting is to be steam cleaned by a professional carpet cleaning company (please provide receipt for proof)
 - b. Thoroughly clean all entry ways, storage and linen closets, doors and shelves.
 - c. Completely empty and clean garage(s), porches and balcony (where applicable).
 - d. Replace all burned out light bulbs and smoke alarm batteries.
 - e. Thoroughly clean laundry room/storage room (where applicable).

Your apartment will be inspected based on your move-in and move-out form that corresponds to this list. Please refer to this form as to the potential cleaning/damage charges. If you should have any questions concerning these afore listed items, please call (701) 373-5679.

Security deposits will be fully refunded pending a satisfactory move-out inspection, and all terms and conditions of your lease agreement have been upheld.

Thank you Onyx Property Management, LLC