



PO BOX 2643
CHAPEL HILL, NC 27515
919-730-5239

MASSEY REAL ESTATE MGT.

MOVE OUT CHECKLIST

*ALL TRASH IN AND AROUND PROPERTY, BAGGED, REMOVED AND PLACED AT CURBSIDE FOR CITY PICK-UP

- ~All hardware attached to any doors, drawers, cabinets, windows, etc.
- ~No broken glass
- ~All closet doors on tracks
- ~All doors hung
- ~No holes in doors, walls, ceilings, structure, etc.
- ~Floors swept and vacuumed
- ~Bathrooms cleaned: toilets, sinks, tubs
- ~All cabinets cleaned and wiped out
- ~Stove and oven cleaned
- ~Refrigerator cleaned
- ~Microwave cleaned
- ~Washer and Dryer free of any dust- lint filter cleaned
- ~Kitchen: Sink and counter tops cleaned
 - Hood fan cleaned-no grease
- ~Any excess cables or wires removed
- ~Attic and crawl space cleaned out
- ~Light fixtures: all light fixtures in place with working bulbs
- ~Fireplace cleaned out
- ~HVAC filter changed
- ~All sinks and toilets to be in proper working condition
- ~Shower curtains removed
- ~Switch plates and receptacle plates intact
- ~All blinds in working order
- ~All lightbulbs working
- ~Lawn mowed
- ~Outside storage building cleaned out

*Please do not turn off power, gas or water- Please call me to give me your disconnect date so that I may transfer these utility services into my company name to alleviate no service.

