



Kitchen & Dining

- ☐ Wipe out cabinets & drawers
- ☐ Clean backsplash, countertops, cabinet doors & light switches
- ☐ Shine appliances & sink
- ☐ Clean hood-range
- ☐ Clean microwave inside/out
- ☐ Dust on top of fridge & light fixtures
- ☐ Wipe baseboards & clean vents
- ☐ Clean fridge and under fridge
- ☐ Dust & spot clean glass
- ☐ Remove All Personal Item
- ☐ Vacuum & Mop

Bathrooms

- ☐ Clean counters, sink & wipe out cabinets
- ☐ Clean Mirror & light bar
- ☐ Polish fixtures
- ☐ Clean toilet inside & out
- ☐ Clean shower and/or bathtub
- ☐ Re-caulk bath/shower
- ☐ Check & Clean exhaust fan/vent
- ☐ Clean walls & baseboards
- ☐ Remove All Personal Items-including cleaning supplies

Additional Rooms

- ☐ Clean Baseboards, light switches
- ☐ Remove all Personal Items
- ☐ Check Closet Shelves
- ☐ Vacuum/Mop
- ☐ Dust Light Fixture/Fans
- ☐ Replace Burnt Out & Mismatched Lights
- ☐ Patch and Paint Nail Holes
- ☐ Clean Windows/ Seals
- ☐ Blinds are working (required to have window coverings)

Garage/Driveway

- ☐ Sweep Floors
- ☐ Remove All Personal Items
- ☐ Leave Touch Up Paint
- ☐ Trash is Empty
- ☐ Remove any oil stains
- ☐ Garage Safety Sensors Operational
- ☐ Leave Garage Door Remotes (One Per Door)

flip →

Staircase & Hallways

- ☐ Railing & bannister wipe down
- ☐ Vacuum/wash stairs
- ☐ Ensure Railing & bannister is secure

Entire House

- ☐ Replace All Burnt Out Light Bulbs-Matching
- ☐ Professional Carpet Clean (Final Item PMI can handle at owner expense)
- ☐ Fill Nail Holes, Patch and Touch Up Paint
- ☐ Ensure Blinds work and are in bedrooms and bathrooms

Exterior/ Yard

- ☐ Mow- Make sure to have this done until new lease is in place
- ☐ De-weed
- ☐ Remove All Personal Items
- ☐ Screens are installed and windows work/lock
- ☐ Check Lighting
- ☐ Clean Up After Pets
- ☐ Check Fence
- ☐ Make sure doorbell works

thank-you

Notes:

Family Room

- ☐ Dust Light Fixtures/Fan
- ☐ Replace Burnt Out Light Bulbs
- ☐ Wipe Baseboards & Light Switches
- ☐ Vacuum & mop

Laundry Room

- ☐ Dust & disinfect
- ☐ Clean washer & dryer
- ☐ Vacuum & mop
- ☐ Clean out area behind washer & dryer

Other Items

- ☐ Replace HVAC Filter
- ☐ Duplicate Keys: Provide 4 keys to all locks on front door & a minimum of 2 keys for all others including mailboxes and sheds.
- ☐ New batteries in all Smoke Detectors & CO Detectors: 1 Smoke Detectors must be located on each level of home & in each bedroom, CO Detector must be installed within 15 feet of all bedroom (Detectors must be less than 7 years old - if turning yellow probably needs to be replaced)
- ☐ Leave any manuals/warranty information for new tenants
Leave Touch Up Paint inside home, labeled & dispose of old paint



Contact us with questions:

303-750-7070 or admin@coppervinepm.com