

GarMel Properties, LLC

1418 South 3rd Street

402-840-5094

Move-in Checklist

Property Address _____ Phone # _____

Resident E-Mail _____

Resident: Please document any existing damage or problems and return this form to GarMel Properties within 5 working days. If you fail to turn in your move in checklist, we will be under the impression that everything is perfect in the house/apartment upon move in.

UTILITIES: It is your responsibility to contact the utility departments LES (Electricity: 473-3351), _____/date _____ Black Hills (Gas: 800-303-0752) _____/date _____ to inform them of your move-in date. YOU ARE RESPONSIBLE FOR ANY UTILITY CHARGES UPON move-in.

PLEASE DO NOT PARK ON THE GRASS DURING MOVE-IN.

KITCHEN

Range _____ Countertops _____

Drip Pans _____ Cupboards/Shelves/Drawers _____

Stovetop _____ Walls/Ceiling _____

Hood filter/light _____ Floor _____

Microwave _____ Outlets/Switches _____

Refrigerator/Freezer _____ Light Fixtures/Bulbs _____

Dishwasher _____ Windows/Screens _____

Sink/Faucet _____ Window Coverings/Blinds _____

Disposal _____

REFRIGERATOR:

- Clean inside and out (including racks, drawers, door shelves, and door seal).
- Defrost the freezer and wipe up excess water. DO NOT use sharp object to remove ice.
- LEAVE THE REFRIGERATOR ON AT THE LOWEST SETTING. DO NOT UNPLUG.

CUPBOARDS/DRAWERS/PANTRIES:

- Vacuum out crumbs, etc. And wipe shelves and drawers.
- Wash fronts for grease build-up, finger marks, etc.

COUNTERS/FLOORS:

- Clean counters with all-purpose cleanser.
- Sweep and mop floors. DO NOT USE WAX.

DISHWASHER/SINK:

- Clean dishwasher inside and out with all-purpose cleanser, including around hinges/edges.
- Clean & polish sinks and faucets. Use Lime-Away/pumice stone/CLR to remove hard water stain.

BATHROOM

Tub/Shower _____	Door _____
Sink/Faucet _____	Walls/Ceiling _____
Vanity _____	Floor _____
Medicine Cabinet _____	Outlet/Switches _____
Mirror _____	Light Fixtures/Bulbs _____
Toilet _____	Windows/Screens _____
Towel Rack _____	Window Coverings _____
Exhaust Fan _____	

BATHTUB/SHOWER:

- Clean tub and shower walls thoroughly (hard water and soap scum need a product made to handle this).
- Shower walls must feel clean to the touch with no residue from cleanser.
- Use Lime-Away or CLR to remove hard water build-up on shower doors and clean door tracks.
- Polish faucets and fixtures.

VANITY/MEDICINE CABINET:

- Clean shelves and mirrors on medicine cabinet.
- Wipe out cupboard, doors, and drawers of vanity.

TOILET:

- Scrub inside the toilet bowl. Clorox is a good cleanser and disinfectant and a pumice stone works well on hard water stains.
- Clean the outside of the toilet. A toothbrush works well around lid hinges, etc.
- We suggest never using automatic cleaning devices, however if these products are used (2000 Flushes, Tidy Bowl, or anything that colors the water) they must be removed.

SINK:

- Clean thoroughly. A pumice stone works great for hard water ring around drain.
- Use Lime-Away or CLT and a toothbrush for lime build-up around faucets.

FAN:

- Remove cover and clean thoroughly.

FLOOR:

- Sweep and mop. DO NOT USE WAX.

MISCELLANEOUS

Exterior Storage Closet _____ Air Conditioner (do not test in winter) _____

Garage _____ Fireplace _____

Smoke Alarm _____ Patio/Deck _____

Furnace _____ Hall or Linen Closet _____

WALLS/LIGHT SWITCH PLATES:

- Wipe smudges, especially around light switches and thermostat. There are several products out there that can be used. (ie: Simple Green, Soft Scrub, Magic Eraser)
- DO NOT FILL IN ANY NAIL HOLES WITH TOOTHPASTE OR ANYTHING ELSE.
- Clean furnace vents thoroughly.

FURNACE CLOSET:

- Remove all items and vacuum out dirt, dust, etc.
- Clean outside of furnace unit and air return vent.
- Clean and polish both sides of louvered doors to the furnace closet.
- New/clean furnace filter installed

CLOSET/DOORS:

- Remove all items (including hangers) and dust rods and shelves.
- Clean louvered doors on both sides. Solid doors and baseboards must be wiped clean.
- Front entry door should be free of all fingerprints and smudge marks.

WINDOWS/SLIDING GLASS DOORS:

- Wash the inside of the windows.
- Vacuum and dust tracks and sills.

BLINDS:

- Dust and clean.

Fireplace:

- Remove ashes and sweep inside and around brick area.
- Dust and clean mantel.

STORAGE AREAS/GARAGES:

- Remove all items and sweep out. Oil spills must be removed.

LIGHT FIXTURES/CEILING FAN:

- Dust blades, wash if greasy.
- Take down light fixtures and wash.
- Replace burned out bulbs. Use a flood bulb in recessed light fixtures.

PATIOS/DECKS:

- Remove any trash and sweep.

SMOKE ALARM:

- Test and replace battery if necessary. A good battery must be in place at move-out.

BEDROOM

Walls/Ceiling_____ Drapes/Blinds_____

Floor/Carpet_____ Doors_____

Outlets/Switches_____ Closets/Shelves_____

Light Fixtures/Bulbs_____ Closet Doors_____

Windows/Screens_____

BEDROOM

Walls/Ceiling_____ Drapes/Blinds_____

Floor/Carpet_____ Doors_____

Outlets/Switches_____ Closets/Shelves_____

Light Fixtures/Bulbs_____ Closet Doors_____

Windows/Screens_____

LIVING ROOM

Walls/Ceilings_____ Windows/Screens_____

Floor/Carpet_____ Drapes/Blinds_____

Outlets/Switches_____ Closets/Shelves_____

Light Fixtures/Bulbs_____ Entry Door/Locks_____

I understand that all damages other than those noted above are the resident's responsibility and may be deducted from the damage deposit at time of move out.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Property Manager _____ Date _____

NOTE: THE CHECKLIST WILL BE VOID IF NOT RETURNED WITHIN 5 DAYS OF MOVE IN.

Maintenance Requests:
