



Move-Out Inspection Instructions

We want to make the process go as smoothly as possible. **Your move-out inspection will be schedule after your keys have been received by Bradley Properties.** If you would like to be present at your move-out inspection we will contact you with the time and date. Your inspection will be scheduled after your keys have been surrendered to Bradley Properties. All Cleaning must be done prior to the inspection. All personal belongings, including furniture and debris must be removed. Yard work must be completed.

Below is a check-list for your convenience and is not a complete list because locations may have special or different needs.

- Water and power must be left on for the Move-Out Inspection. If water and power is not turned on at the house at the time of inspection Bradley properties will turn it on and you will be charged for a new service start-up fee and a \$50.00 administration fee. **We highly recommend having your house professionally cleaned with a vender that will guarantee a passing move-out inspection.**
- **Carpets must be professionally steam cleaned** (*dry chemical cleaning is not acceptable*) **Submit a copy of the paid receipt to Bradley Properties.** Carpet cleaning must pass our inspection we recommend you use one of our ***Preferred Vendor List.*** If the carpet cleaning does not pass our inspection another carpet cleaner will do the cleaning and you will be charged. Not all carpet cleaners can get the job done correctly.
- Pet owners must have entire premises inside and out treated for fleas **Submit a copy of the paid receipt to Bradley Properties**
- Remove all picture nails and hooks. Do Not Spackle Nail Holes or Touch-Up paint. You will be responsible for the repair cost of all large anchor holes and excess picture hanger holes.
- Wash all windows, window tracks, screens inside & out
- Replace all missing or burned out light bulbs

- Clean all blinds, door jambs and baseboards, light fixtures, ceiling fans, heating & cooling registers. Clean bathroom fixtures, light bulbs, sinks, tubs, shower and shower door (no hard water stains), shower curtain and enclosures and medicine cabinets. Clean any hard water rings from toilets with pumice stone.
- Replace heating & cooling filters **Submit a copy of the paid receipt to Bradley Properties**
- Clean walls and remove any crayon or other wall marks, remove dirt from around all light switches and outlet covers. Clean all ceramic tiles with vinegar & water or a mild detergent, no-wax. Wood floors clean with mild detergent. Do Not use water on laminate flooring.
- Clean all cabinets, vanities and drawers inside & out (vacuums work well, no hair or food crumbs should be left)
- Clean all appliances inside & out including microwave, range oven, broiler area, broiler pans, oven/range vent and filter, dishwasher and refrigerator. Remove dirt, dust and debris from beside, behind, around and on top of easily removable appliances like the refrigerator. **DO NOT unplug the refrigerator.**
- Do Not pull out our ranges or refrigerator
- Fireplaces (wood burning)- remove all ash & debris, clean fireplace screen or glass enclosure and all tools. You must have fireplace professionally cleaned - **Submit a copy of the paid Chimney sweep receipt to Bradley Properties**
- Garage must be broom cleaned.
- Front entry and patio must be broom cleaned
- Yards must be; moved, shrubs trimmed and be weed and debris free

You will be responsible for rent until you turn in your keys to Bradley Properties. Your move-out inspection will be schedule after your keys have been received by Bradley Properties.

If you have any questions, contact our office.

Bradley Properties Staff

