



Move-Out Inspection Instructions

We want to make the move-out process go as smoothly as possible, please assist by following the instructions listed below. Move-Out Inspection appointments are made between 10:00 am and 3:00 pm Monday – Friday, excluding holidays. Please call our office to schedule your Move-Out Inspection as soon as possible as available slots can fill up fast. You are not required to be at the Move-Out Inspection if you can not, or wish to not attend. **You must turn-in keys to the Bradley Properties office 24 hours prior to your Move-Out Inspection.** If keys are not turned in prior to the Move-Out Inspection the Move-Out Inspection will be rescheduled. **You are responsible for rent until you have turned in keys to our office,** residents that are breaching lease are responsible for rent until a new lease agreement for the home is in effect or the lease expires whichever happens first.

Please email Bradley Properties the following info:

- **All vendor's contact information that you have scheduled to do required work.**
- **Dates work has been scheduled**
- **Invoices of work done**

All Cleaning/ landscaping and repairs must be complete and all personal belongings, including furniture and debris, must be removed prior to inspection. You may not stay in the property after the cleaning or inspection are complete. **All utilities must be on for the inspection and should remain on for at least five (5) business days thereafter in case there are follow-up inspections or work that needs to be completed on your behalf.** You will be advised after your inspection if you may turn the utilities off sooner. If the utilities are turned off and we must have them turned back on in order to do additional cleaning or repairs, you will be charged for a new service start-up fee and a \$50.00 administration fee.

The property must be **PROFESSIONALLY CLEANED** and carpets **PROFESSIONALLY STEAMED CLEANED** by a truck mounted unit according to the guidelines below and a PAID INVOICE from a professional cleaning company must be turned in no later than the final inspection. The bed bug inspection and pest treatment should be done after the carpets are dry. Receipt to be turned in no later than the final walkthrough from a certified extermination company.

Attached is a list of preferred vendors that the Resident may choose from, though the Resident may have any qualified and licensed vendor complete the work. It is the Resident's responsibility to ensure that the inspection requirements are followed by the contracted party and any required additional cleaning will be charged to the resident. If cleaning is not acceptable (unless an approved vendor is utilized), additional rent may be charged until such a time that it meets our requirements.



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

- ☐ Professionally steam clean all carpets. Submit a copy of the paid receipt to Bradley Properties prior to your Move Out Inspection.
- ☐ Professionally clean the property. Submit a copy of the paid receipt to Bradley Properties prior to your Move Out Inspection.
- ☐ Hire a pest control company to perform a bed bug inspection and pest spray after carpets are dry. Resident must submit a copy of the inspection report stating no bedbug activity was found to Bradley Properties prior to Move Out Inspection.
- ☐ Replace heating & cooling filters.
- ☐ 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 receipt to Bradley Properties prior to your Move out Inspection.
- ☐ Remove all picture nails, anchors and hooks. **Repair Holes and or Touch-Up Paint must be done by a licensed professional.**
- ☐ Wash all windows inside and out, window tracks, screens inside & out
- ☐ Replace all missing or burnt out light bulbs. If more than one bulb is in a fixture all bulbs must match
- ☐ Clean all blinds, door jambs, baseboards, light fixtures, ceiling fans, and 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 a pumice stone.
- ☐ 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 countertops, cabinets, vanities, and drawers inside & out (no hair or food crumbs should be left)



- ☐ Clean all appliances inside, out, and underneath including microwave, range oven, broiler area, broiler pans, oven/range vent, 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.
- ☐ Replace over stove vent filter and stove drip pans as needed.
- ☐ The garage must be swept and no grease on driveway
- ☐ Front entry and patio must be swept and lights are cleaned
- ☐ All yard areas to be weed-free (not just sprayed) to include removing all weeds from rocks, flower beds, walkways, & driveways. Bushes to be trimmed and should not be higher than 4ft. No vegetation should touch the roof or sides of the home or other structures. All grass must be mowed within a 50-foot perimeter of any structures or driveways. Rocks to be raked in an even manner to cover any plastic or bare spots.
- ☐ All pet refuse and droppings must be removed, and the trash can and/or recycle bin must be empty and scheduled for pick up.

It is preferred to get the carpets cleaned after all other maintenance & cleaning has been done, but you must prepay and arrange with the carpet cleaner and let us know which one it is. Carpets MUST be professionally cleaned with a truck mounted unit.. If you choose any other professional cleaners or carpet cleaners that are not on this list, please be aware that if they do NOT pass our requirements, we will have to hire an additional cleaning team to complete the work and take the funds from your Security Deposit.

Preferred Vendors

Your interactions with organizations and/or individuals listed on the preferred vendor list, including payment and delivery of goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such organizations and/or individuals. You should make whatever investigation you feel necessary or appropriate before proceeding with any online or offline transaction with any of these third parties. **Bradley Properties has no interest in any of the provided third-party vendors.** You may want to ask the vendor if they guarantee their work to pass a move- out inspection.



Preferred Vendor List

Carpet Cleaning

Hydro Steam
520-732-8280
hydro.steam@ymail.com

Old West Cleaning
520-417-1881
oldwestcleaning@gmail.com

House Cleaning

Kennedy Cleaning Service
520-685-0482
kennedycleaningsv@gmail.com

Iclean by Veronica
520- 266-9830
vsullard@gmail.com

White Glove Pro Cleaning
520-266-2487
info@white-glove-cleaning.net

Arizona Carpet and Cleaning
520-227-1352
jiwright88@hotmail.com

Sparkclean
520-266-9681
pmarron51@gmail.com

Pest Control

All Pro Pest Control
520-214-5843
allpropestmanagementservice@hotmail.com

Mule Mountain Pest Control
520-234-3435
admin@mmpc-az.com

Sierra Pest and Termite Control
520-458-6077
Sierrapestandtermitecontrol@gmail.com

Direct Pest Control
520-249-6931
controlwithdirect@gmail.com

Landscaping – Yard Work

Grasshopper Landscaping
877-720-5022
customerservice@grasshopper-landscaping.com

Tom's Ceramic Tile & Landscape
520-559-0649
Tomsceramictile@msn.com

Southwest Desert Images LLC
520-803-0063
brandif@southwestdesert.com

Chimney Sweeps

The Mad Hatters Chimney Sweeps

520-378-6568 madhatmike@gmail.com