

Blue Fox Properties, LLC
215 W Giaconda Way, Suite 111 | Tucson | AZ | 85704
Phone: 520.780.7888 | Fax: 520.844.6296
www.BlueFoxProperties.com

Date: _____

To: Blue Fox Properties, LLC
215 W Giaconda Way, Suite 111
Tucson, AZ 85704

From: Name(s): _____
Address: _____
City: _____, AZ Zip: _____

RE: Intent to Vacate

We do not plan to renew our lease. We plan to be out of the home by _____ (date)
at _____ (time). We will turn in our keys by _____ (date), at the Blue Fox
Properties office.

My (our) forwarding address is:

Address: _____
City: _____ State: _____ Zip: _____

Resident Signature: _____ Date: _____
Resident Signature: _____ Date: _____

Please email, fax or mail this completed form to Blue Fox Properties.

Cleaning Checklist for Residents

We are happy to coordinate these services for you. It is often more advantageous to allow us to do so and deduct the cost from your security deposit. If we don't like the way our service people have tended to things, we can send them back. We have had several situations where residents have hired cleaners and paid them well for poor service. If a house has not been cleaned to our standards, we will send a housekeeper to correct the situation and you will be charged, whether you have already been charged by your housekeeper or not. We do not look for you or your vendor and we cannot allow you extra time to get your service people back to the property to correct unsatisfactory items. So please let us know in advance if you'd like us to coordinate any of these services for you.

*** Do not use any abrasive cleaners (Comet, Soft Scrub, etc.) on cultured marble, brass fixtures and trim, or on any other material that may be damaged from its use ***

- ☐ Locked all doors and windows
- ☐ Checked for garage door openers and made sure they are operational. Placed _____ openers on the kitchen counter.
- ☐ Turned off all lights
- ☐ Turned A/C to 85 degrees for the summer, heater to 45 degrees for the winter (be sure to leave it in "auto" position)
- ☐ Evaporative cooler left off
- ☐ Cleaned all cabinet shelves and drawers. Cleaned above cabinets too.
- ☐ Cleaned all doors, tops of doors, door frames and window frames
- ☐ Cleaned all ceiling fans, exhaust fans, vents and light fixtures
- ☐ Wiped down switch plates and outlets. Made sure they are firmly attached.
- ☐ Cleaned all window sills
- ☐ Cleaned all windows, inside and out
- ☐ Cleaned all window screens, inside and out
- ☐ Cleaned all window tracks
- ☐ Cleaned sliding glass doors and door tracks
- ☐ Cleaned all window blinds
- ☐ Degreased and cleaned stove, oven, stove top, stove hood, hood filter and microwave
- ☐ Cleaned the black rubber disposal gasket and kitchen sink
- ☐ Cleaned refrigerator including the top and the seal. Turned off automatic ice maker.
- ☐ Moved refrigerator, stove, washer, dryer and cleaned underneath. Be careful not to damage flooring!
- ☐ Cleaned washer and dryer inside and out, lint trap too
- ☐ Cleaned all walls and baseboards
- ☐ Cleaned bathrooms – toilets, tubs, showers, mirrors, medicine cabinets, shower doors, windows, sinks, etc.

- ☐ De-scaled all hard water spots on shower doors, walls, floors, toilets and sinks
- ☐ Removed all black marks from vinyl flooring
- ☐ Had carpets cleaned professionally using a truck mounted system (saved the receipt)
- ☐ Cleaned all tile grout
- ☐ Cleaned all planter shelves and other high ledges
- ☐ Replaced all burnt out bulbs in fixtures, inside and out
- ☐ Installed new HVAC filter
- ☐ Cleaned all floors
- ☐ Removed all nails/screws from walls and filled holes, patched and painted
- ☐ Used correct color and sheen for paint touch-up
- ☐ Used touch-up paint to cover all filled holes, scuffs, furniture marks and other marks that couldn't be washed off. If there are a lot of touch-ups on one wall, it is best to paint the entire wall.
- ☐ Swept out the garage, put down cat litter to absorb grease, cleaned
- ☐ Cleared garage of all garbage
- ☐ Swept porches, patios, entryway and walkways
- ☐ Removed all cobwebs throughout
- ☐ Front and back yards have been weeded, grass cut, pet debris removed and trees and bushes trimmed
- ☐ All trees have been trimmed to approximately 8' above the ground
- ☐ Irrigation system has been left on with the appropriate settings for the season
- ☐ Fireplace has been cleaned out, with ashes removed and disposed of
- ☐ Pool, spa, pool tools/accessories and pool area have been cleaned
- ☐ Nothing has been left in the house or on the property
- ☐ Garbage can and recycling bins are empty and in the garage
- ☐ Vacuum out the HVAC/water heater closet (if applicable)
- ☐ Clean all ventilation vent covers