

## CLEANING CHECK LIST

### General cleaning

- 1) Wash all light fixture covers in warm water, dust all ceiling fans
- 2) Wash cupboards inside and out
- 3) Wipe out drawers with damp rag
- 4) Clean sinks and counter tops
- 5) Replace any burnt out bulbs
- 6) Wash windows, window coverings, dust window sills
- 7) Clean mini blinds or professionally clean drapes
- 8) Wash all vinyl floors, including under movable appliances
- 9) Vacuum carpet and professionally clean carpet (check with office for carpet cleaners)
- 10) Vacuum return air vents in ceilings, floor vents, baseboard heaters and cadet heaters

### Kitchen:

- 1) Clean inside and out of dishwasher, microwave, and any other appliances
- 2) Clean exhaust fan and grease vents above stove

### Refrigerator:

1. Wash inside & outside of refrigerator with warm water
2. Take out vegetable drawers and racks and wash in warm water, dry and replace.
3. If needed, defrost the freezer & wipe out with warm water. Shut off ice-maker.
4. Move refrigerator out from wall and clean underneath. Be careful of the floor.

\*Note: DO NOT TURN OFF OR UNPLUG REFRIGERATOR!

### Stove:

1. Remove racks and broiler pan, soak in hot water to clean, dry well
2. Clean inside of oven, top of stove, under elements, drip pans, pan drawer etc.
3. Wash and dry outside of stove.
4. Do not use foil on drip pans or bottom of stove.

\*If you have a self cleaning oven do not use oven cleaner! Make sure to wipe oven after it is cooled.

### Bathrooms(s):

- 1) Clean bathtub, tile/surround around the tub, sink, door
- 2) Clean inside and outside of toilet.
- 3) Clean the inside of medicine cabinet, drawers and cupboards
- 4) Wash mirror, clean fan, do not leave your shower curtain

### Garage

- 1) Only leave things in garage that were there when you moved in
- 2) Sweep out garage floor, remove cobwebs, wipe down light fixtures
- 3) Make sure all remotes work

### Miscellaneous:

1. Wash inside and outside of front & back doors & outlet/light switch covers
2. Mow, trim and weed the yard and beds
3. Clean out fireplace if applicable. Proof of professional sweep must be submitted at end of tenancy.
4. Notify the utility companies and the post office of your move-out date and new address
5. Return keys and remotes you were given on occupancy to management office.
6. Give management office your forwarding address in writing.

The condition of the rental at the time of vacating shall be inspected by the management office, who has the final authority to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement or Lease.

We do not do a physical walk-through with tenants at move-in or move-out. See paragraph at bottom of last page of Move-in Checklist above signatures.

**CARPETS AND/OR DRAPES MUST BE PROFESSIONALLY CLEANED AND ORIGINAL PROOF SUBMITTED WHEN KEYS ARE TURNED IN.**

**HOUSE MUST BE PROFESSIONALLY DEFLEAED AND ORIGINAL PROOF SUBMITTED AT MOVE-OUT.**