

## **MOVE-OUT CLEANING INSTRUCTIONS**

In order to receive your security deposit transmittal promptly, please complete the following cleaning and return all keys and garage door openers to our office.

### **GENERAL:**

- ü Remove all personal possessions and debris from the property including cupboards, closets and drawers
- ü Windows, windowsills and tracks cleaned, mini-blinds and top of drapery rods cleaned
- ü All hooks, nails, etc. removed
- ü Baseboards cleaned and finger marks or other marks to be cleaned off walls and doors
- ü Clean light fixtures and globes
- ü Light bulbs and smoke alarm batteries in place and operational
- ü All keys, including mailbox keys turned into management office so that you will not be charged for re-keying your locks. **Possession has not been returned to us and your occupancy terminated until all keys have been returned.**

### **KITCHEN:**

- ü Clean appliances as follows:
  - o refrigerator, shelves, crisper, under crisper, behind refrigerator
  - o stovetop, burners, drip pans, burner caps and/or rings, knobs, vent hood, fan and screen/filter
  - o oven and broiler
  - o dishwasher
- ü Clean cupboards, drawers, counter tops, under sink, sink and faucet fixtures
- ü Clean floor
- ü Please leave all appliances plugged in **and keep the refrigerator door closed and leave the refrigerator running.** If it is unplugged a smell can develop that will require additional cleaning.

### **BATH:**

- ü Bathtub, shower stall, shower doors, and door track runners, if applicable
- ü Clean tile and tile grout (if applicable) to be free of mold or mildew and any other stains
- ü Mirror, medicine cabinet, sink and vanity emptied and cleaned
- ü Toilet including tank and bowl cleaned
- ü Clean chrome fixtures throughout and vent fan
- ü Clean floor

### **LIVING ROOM, DINING ROOM, BEDROOMS, DEN/OFFICE:**

- ü Carpets and drapes must be **professionally** cleaned; we will need a copy of your receipt.
- ü Entry closet, water heater closet, and/or heating unit closet cleaned

### **OUTDOORS:**

- ü Clean patios, decks, lawns, carports and storage areas free of all personal items and debris

We can schedule cleaning, including carpet and/or drapery cleaning, after you vacate the property, and deduct those charges from your security deposit. Please call our office for an approximate cost for these services.

Your compliance with these guidelines will help insure that your deposit accounting is processed promptly. Please feel free to call with any questions regarding the above instructions.