

## **MOVE-OUT CLEANING CHECKLIST**

The property should be returned to BAPM in the condition it was delivered to you minus regular wear and tear. Reference your move-in walkthrough to see if specific damages already existed when you moved in to the property. This is what we use to determine if damages were caused by a vacating tenant and therefore what are reasonable deductions from the security deposit. Specifically, please ensure you do the following:

- ✓ **Trash:** Remove all personal belongings and debris from the property including cupboards, closets and drawers. Any items remaining at the property will be removed and that charge will be deducted from your deposit.
- ✓ **Cleaning:** This property was professionally cleaned prior to your move-in and must be returned to the same level of cleanliness it was in at that time. This includes, but is not limited to, vinyl or tile floors, windows, window sills & door casings, baseboards, mini-blinds, wiping out drawers & shelves, sinks, toilets, bath tubs or showers (including tile and grout), vanities, light fixtures, ceiling fans, fireplaces, water heater and/or heating unit closets, patios, decks, carports and storage areas. Leaving a property dirty is not considered normal wear & tear. Please note: We strongly recommend having Bay Area Property Management arrange for cleaning after your move-out to ensure it is done to this standard.
- ✓ **Carpet Cleaning:** The carpets were new or professionally cleaned prior to your move-in and must be professionally cleaned when you move out to return them to that condition. DO NOT rent machines from a store or use home cleaning machines. Please note: Bay Area Property Management can arrange for carpet cleaning after your move-out and deduct it from your deposit.
- ✓ **Carpet Replacement:** Carpet is expected to have a useful life of 5-10 years depending on the carpet. The life of carpet can be extended significantly with regular vacuuming and professional cleaning. Such cleaning is a Tenant responsibility. Carpet replacement will be prorated on a five (5) year basis and deducted from the deposit accordingly. (Example: Tenant occupies the Premises for 36 months. After professional cleaning, it is clear the carpet must be replaced in order to rent the Premises. Carpet was last replaced 4 years ago. Cost for replacement carpet is \$1500. Tenant is responsible for \$300.00.)
- ✓ **Draperies:** Do not wash draperies; You are not expected to dry clean draperies unless there is wear and tear above and beyond normal. If you have caused excessive soil or allowed water damage from open windows or you have not been using the draperies provided and/or have not kept them in good condition, let us know.
- ✓ **Appliances:** Please leave all appliances plugged in **and keep the refrigerator running with the door closed.** If it is unplugged, a smell develops and it requires cleaning. Clean appliances thoroughly as follows:
  - refrigerator, freezer, shelves, crisper, under crisper, behind refrigerator
  - stovetop, burners, drip pans, burner caps and/or rings, knobs, vent hood, fan and screen/filter
  - oven and broiler
  - dishwasher
- ✓ **Painting:** Do remove all hooks and nails from walls. We request that you do not spackle, putty, or touch up paint unless you are absolutely sure the paint will match. If you paint & it does not match, you will be charged for necessary painting to match the existing paint. Charges for painting depend on the length of your tenancy and whether it exceeds normal wear & tear. Paint work needed upon Tenant move out will be prorated on a two (2) year basis and deducted from the security deposit accordingly. (Example: Tenant occupies the Premises for 18 months. Cost to return paint to move-in condition is \$2000. Tenant is responsible for \$500.)
- ✓ **General upkeep/maintenance:** Be sure that all light bulbs, filters, doorstops are replaced. These items must be in place and working or that charge will be deducted from your deposit.
- ✓ **Pest control:** If you have a pet and there is an infestation of fleas or other 'pet-related' pests, we will have the property treated by a professional pest control company and that charge will be deducted from your security.

**We can schedule cleaning, including carpet 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.**