

TENANTS MOVE-OUT AND CLEANING INSTRUCTIONS

To Ensure the Full Refund of Your Security Deposit, the Following Instructions Must Be Followed COMPLETELY.

RESTORE THE PROPERTY TO THE SAME CONDITION AS WHEN YOU MOVED IN.

EVERY ROOM IN RENTAL:

*** DO NOT SPACKLE HOLES ***

REMOVE all nails, stick-on picture hangers carefully (do NOT rip stickers from walls, doors, etc.), WIPE down all walls and doors.

REMOVE all stickers/tape from windows, doors, glass surfaces, etc. (with-out scratching!)

CLEAN all windows and window tracks, etc. MAKE SURE screens are in place and intact.

DRAPERIES & BLINDS **MUST BE** professionally cleaned. Please see backside for vendor list to receive commercial price. You must have a receipt (or copy) dated near the move-out date. OR – we can have it done and take it out of your deposit.

CARPETS **MUST BE** professionally cleaned. We prefer to have this taken care of this for you and will take it out of your deposits. If you want a bid, call Renew Carpet Cleaning (see list on back).

CLEAN all light switches & fixtures (replace any broken / cracked switch plates or outlet covers).

REPLACE all burnt-out/missing bulbs.

DUST all light fixtures and ceiling fans.

VACUUM heater / exchange / bathroom vents and fans. WASH FLOOR VENTS IN DISHWASHER.

LIVING ROOM / DINING AREA / FAMILY ROOM:

CLEAN inside and outside/above the fireplaces, woodstoves, etc.

KITCHEN / EAT AREA:

CLEAN refrigerator & freezer; under crisper drawers, drip pan, foot guard, shelves. Pull it out & wipe down the wall and clean the floor and back of refrigerator. Do NOT unplug, instead turn to the lowest setting.

CLEAN bread (cutting) board(s) (both sides).

CLEAN stove burner tops/rings, lift up the stovetop & clean underneath, storage drawers. Replace drip pans if needed.

CLEAN exhaust fan, hood, & microwaves. WASH HOOD FILTERS IN DISHWASHER or rinse under hot water.

CLEAN oven. (Do NOT use oven cleaner on self-cleaning and continuous clean ovens)

PULL OUT oven(s) and any other appliances (if not drop-ins/built in) and clean the wall and floor areas.

CLEAN all cupboards, drawers, etc.; remove all shelf paper and drawer liner paper.

CLEAN floors – do not wax.

BEDROOM(S) / HALLWAY(S) / STAIRWELL(S):

SEE "EVERY ROOM IN RENTAL" ABOVE

BATHROOMS:

CLEAN tub, toilet, sink, cabinet(s), mirrors, and all bath tiles. If your cleaning products are not removing your soap scum, etc., call Kleenway (see back) for their recommendation on products that will.

CLEAN all light fixtures and exhaust fan.

CLEAN shower doors, door tracks, shower rods.

CLEAN floors – do not wax.

PATIO / STORAGE AREA / GARAGE / BASEMENT / UTILITY ROOM / SHED:

REMOVE ALL PERSONAL POSSESSIONS, plants, pots, etc.

CLEAN / REMOVE / REPLACE as appropriate and as described above.

YARDS / GROUNDS:

MOW, EDGE, TRIM ALL PLANTS/BUSHES, ETC. (if not done by landscaper included w/rental.)

REMOVE all debris, weeds in all areas if applicable.

NOTIFY ALL UTILITIES & THE POST OFFICE OF YOUR FORWARDING ADDRESS.

PRE-ARRANGE FOR AN INSPECTION WITH THE OFFICE FOR THE DAY OF MOVE-OUT.

RETURN ALL KEYS AND ALL GARAGE DOOR OPENERS ON THE DAY OF MOVE-OUT.

RENT WILL BE CHARGED UNTIL ALL KEYS ARE TURNED IN & RECEIPTED. (They can be receipted during the Move Out inspection with Property Manager.)