

# **Move-Out Cleaning Addendum**

**Following is a cleaning guide to help in your departure:**

**\*\* Except for fair wear & tear, your unit should be in as good or better condition than when you moved in. \*\***

## **1. General:**

- \_\_\_ Carry out all trash from your unit, yard and parking area to the dumpster.
- \_\_\_ Sweep cobwebs from ceiling.
- \_\_\_ Clean all food, lint, dirt, dust and debris from heaters. Wipe off heater covers.
- \_\_\_ Vacuum all floors, carpet, window slides and under heaters. Shampoo carpets.
- \_\_\_ Remove all nails, fill all holes in walls and ceilings with wall patching material.
- \_\_\_ Clean fingerprints, dirt, grease, crayon marks, etc from all walls.
- \_\_\_ Wash all screens. Clean all window glass, sills, ledges, tracks and frames. Replace any missing screens.
- \_\_\_ All curtains and curtain rods clean and in working order.
- \_\_\_ Parking area swept, and has no oil damage from oil leaks.
- \_\_\_ Wipe down light switches, telephone jacks, electrical outlets, doors and door frames.
- \_\_\_ Remove all stains/odors from tile & carpets. Sweep/mop tile & steam clean carpets.
- \_\_\_ Repair all rips and holes in the carpet.
- \_\_\_ Restore original paint color of the walls and ceilings.
- \_\_\_ Tighten all loose screws, nuts and door knobs.
- \_\_\_ Does everything shine? \_\_\_\_\_.
- \_\_\_ Yard: Grass mowed, bushes trimmed, no potholes, no trash, etc.

## **2. Kitchen/Dining Area:**

- \_\_\_ Refrigerator: Cleaned inside and out, behind, under & top, unplugged with door open.
- \_\_\_ Stove: Cleaned inside/outside, behind/under. This includes oven, burners, drip pans, under drip pans, fan/fan filter & hood.
- \_\_\_ Wipe out all cabinets and drawers. Wipe off counter tops. Remove all shelf liners.
- \_\_\_ Clean under the kitchen sink, scour the sink, and ensure all faucets work.
- \_\_\_ Garbage disposal, (if applicable), in working condition.
- \_\_\_ Clean off all cabinet tops. Clean and mop tile floors.

## **3. Bathroom:**

- \_\_\_ Clean medicine cabinet, mirrors, counters, drawers & all cabinets/cupboards.
- \_\_\_ Thoroughly clean toilet, shower walls, sink and tub, both inside & outside.
- \_\_\_ Wash down shower tile walls. Clean & mop tile floors.
- \_\_\_ Wipe down all towel racks, handles and soap dishes.
- \_\_\_ Trash and personal effects removed.
- \_\_\_ Exhaust fan operational and cover is clean.
- \_\_\_ Ensure all faucets are working.

## **4. Bedrooms:**

- \_\_\_ All closets cleaned = No hangers or trash left inside. Doors work and are not damaged. .
- \_\_\_ Wipe down closet shelves and closet pole.
- \_\_\_ Remove any curtains/curtain holders for the closets.
- \_\_\_ Ensure door has no holes and it has a doorstop.

## **5. Living Room:**

- \_\_\_ Ensure porch light works and if has a cover, cover is cleaned.
- \_\_\_ Ensure cable TV connector is not damaged.
- \_\_\_ Sweep or vacuum out patio door and screen door tracks,
- \_\_\_ Sweep or vacuum area in front, outside of patio door.
- \_\_\_ Door, screen & door locks operational.
- \_\_\_ Smoke Detector operational with batteries.

6. All keys returned to manager. Rent continues to accrue until all keys are turned in. If Manager cleans the unit, a cleaning fee of \$ 500.00 will be charged to Resident & Damage/Security Deposit is forfeited. Any questions or problems, please contact Manager. Resident hereby acknowledges receipt of a copy of this Move-Out Cleaning Addendum.

Resident: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_