

APARTMENT _____

CLEAN UP REQUIREMENTS TO GET DEPOSIT BACK

1. Vacuum/sweep all rooms and carpets.
2. Shampoo all carpets. Carpet shampoo machines can be rented at Keith's Hardware (634-1065). We also have a few available for your use at no charge. If you want to borrow one, please call. A \$25 charge per carpet will be assessed if not cleaned. Extreme Carpet Clean is a local cleaning service which can be used also 419-673-0550.
3. Kitchen
 - A. Mop/Scrub floors. Sweep and clean behind and under stove and refrigerator. Be careful not to rip the linoleum while moving.
 - B. Refrigerator - wash inside and out. Defrost, unplug, turn off and leave doors open. Empty all water out of the pan underneath of the refrigerator.
 - C. Stove - Clean inside of oven with oven cleaner. Take out burners and clean trays and pan under where burners were. If pans do not come clean, you can purchase new ones at a hardware store. Clean knobs and outside surfaces.
 - D. Cabinets - Clean with wet cloth inside and out.
 - E. Microwave - Clean inside and outside of microwave.
4. Laundry Room - Clean behind and under washer and dryer. Mop/scrub floor.
5. Bathroom(s)
 - A. Mop/Scrub floors.
 - B. Toilet - Use toilet bowl cleaner and clean outside of toilet. Also, clean the floor behind the toilet.
 - C. Cabinets - Clean with wet cloth inside and out.
 - D. Bathtub/Shower - Scrub inside and out.
6. Closets, hallways, and registers - Clean and sweep
7. Living Room - Sweep and shampoo carpet.
8. Dispose of trash and garbage or any unwanted furniture. Clean up trash in yard and around trash container.
9. Water Bill - You need to have final water bill paid before deposit is refunded.
10. Leave all curtain rods, light bulbs, keys, smoke alarms, and carbon monoxide detectors, and blinds.
11. Patch any holes in the walls. If you need touch up paint, let me know.
12. Replace all burned out light bulbs.
13. Make sure you don't have the electric or water shut off before the cleaning is done.
14. Blinds - clean all blinds. If they do not come clean, purchase new ones at the hardware store.
15. Ceiling fans - dust thoroughly
16. When these are done, I have 30 days after the end of the lease to return your deposit. Please list the address where you want the deposit returned. If you do not list an address, the deposit will be sent to the home address provided on the lease you signed at the beginning of the lease period.
17. If you have any questions, please call me (cell: 419-957-3367).

**Jerry Saltzman Rentals
1109 Woodworth Dr.
Findlay, Ohio 45840
cell: 419-957-3367**

End of Lease Notification:

Your lease is about to end. Please make sure that you are up to date with your rent. **As stated in your lease, the deposit may not be used in lieu of the last month's rent.** Therefore, if you have not paid May rent at this time, you need to send it immediately. The deposit will be returned within 30 days after the end of the lease provided that you meet the requirements as set forth in the Clean Up Requirements (attached).

Please note. If one or more of your roommates are staying in the apartment for an additional year, this does not mean you are exempt from meeting the clean up requirements. Everybody needs to clean the apartment before a deposit is returned. See me if you have questions.

Jerry

FORWARDING ADDRESS FOR DEPOSIT *(Return to me after you leave)*
