

Move-Out Cleaning Checklist

The following is a check list for the required cleaning to be done by the tenant at move out. If the tenant chooses not to complete the cleaning, a service will be hired and the charges will be held from the tenant's security deposit. Please refer to the move-out acknowledgement email for any property-specific instructions.

KITCHEN/DINING ROOM

Refrigerator:

- Move refrigerator away from wall
- Remove grease and grime off wall behind refrigerator
- Scrub and mop floor where refrigerator normally stands
- Clean sides of refrigerator
- Move refrigerator back in place
- Defrost freezer and clean
- Clean freezer seal
- Remove and clean all shelves and crispers
- Clean inside of refrigerator before replacing shelves and crisper
- Clean refrigerator seal

Stove

- Move stove away from wall
- Remove grease and grime off wall and cabinet sides around and behind stove
- Scrub and mop floor where stove normally stands
- Move stove back in place
- Remove grease and grime off range hood
- Clean range top, front and doors
- Remove grease and grime from oven, including racks and broiler

Cupboards and Drawers

- Remove all food/debris particles from all surfaces
- Wash and rinse all shelves and drawers
- Clean all cabinet doors and drawer fronts inside and outside

Dishwasher and Microwave

- Clean inside and outside, including door edges

Light Fixtures

- Remove all fixtures, clean, replace burnt out bulbs, and put fixtures back in place

Baseboards and Walls

- Wash and rinse
- Remove cobwebs
- Clean all registers and vent returns

Tenant Acknowledgement:

Work areas and under sink

- Clean under sink, making sure it is debris and grease free
- Clean countertops, sink, behind the sink, and the faucet

Floors

- Scrub and mop all vinyl floors making sure to remove dirt

BATHROOM

- Remove soap scum and stains from tub, tub fixtures and shower rod
- Clean and shine wall tile around tub areas
- Scour sink and soap holder
- Clean vanity cabinet inside and out, including doors, drawers, and shelves
- Clean inside and outside of medicine cabinet and cabinet door (including mirror)
- Disinfect, scrub and remove stains from inside and outside of toilet
- Clean linen closet/shelves and both sides of door
- Remove light fixture(s), clean, replace burnt out bulbs and put back in place
- Scrub and mop bathroom floor, making sure to remove dirt
- Clean exhaust vent

BEDROOMS/HALLWAYS/STAIRS/LIVING ROOM

- Clean windowsills, frames, tracks, casing, blinds, and both sides of glass
- Clean closet shelves, rods, tracks, casing, and both sides of doors
- Clean both sides of all doors including casings
- Remove light fixtures, clean, replace burnt out bulbs, and replace light fixtures
- Dust ceiling fan blades
- Vacuum all carpets including crevice along walls
- Wash all baseboards
- Dust and remove cobwebs from walls and ceilings
- Scrub and mop all vinyl or tiled areas
- Clean all registers and vent returns

Tenant Acknowledgement:

UTILITIES, POST OFFICE and KEY RETURN

- Call utility company for any tenant paid utilities and notify of move-out date
- Make certain all utility payments are current. Remember you are responsible for all utility payments until the time you return the keys to the office.
- Notify Post Office at www.usps.com of your change of address (Residents >> Address Forwarding on our website)
- Notify Belltower Property Management of your forwarding address (Residents >> Address Forwarding on our website)
- Return all keys and copies (if any) to the left-hand mailbox at 390 Court Street, Keene, NH 03431.

CARPET CLEANING Carpets are to be cleaned by a professional carpet cleaner upon move out. As a tenant you may have the carpets cleaned by a professional and return a copy of the receipt to the property manager showing proof of cleaning. Or alternatively the property management will have the carpets professionally cleaned and the expense will be deducted from your security deposit.

Tenant Acknowledgement: