

## TENANTS MOVE-OUT CLEANING INSTRUCTIONS

To ensure the maximum refund of your security deposit, the following instructions **MUST** be followed **COMPLETELY**:

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

**\*\*\*DO NOT SPACKLE HOLES OR PAINT\*\*\***

### **EVERY ROOM IN RENTAL:**

- REMOVE all nails, stick-on picture hangers carefully (do NOT rip stickers from walls).
- REMOVE all stickers/tape from windows, doors, glass surfaces, etc. (without scratching!)
- WIPE down all walls & doors.
- CLEAN all windows and window tracks, etc. ENSURE all screens are in place and intact.
- CLEAN all mini blinds, wipe down each side with a damp cloth.
- CLEAN all light switches & fixtures.
- REPLACE all burnt-out and missing light bulbs. Replace batteries in smoke detector / carbon monoxide detector / thermostat (as necessary).
- DUST all light fixtures & ceiling fans.
- VACUUM / WIPE heater/exchange/bathroom vents and fans.
- CLEAN / WIPE outside of fireplace and mantel.
- CLEAN all closet shelves and floors.
- CLEAN & MOP all vinyl flooring.
- VACUUM all carpeted areas (we will have the carpets professionally steam-cleaned and deduct the charges from your security deposit).

### **KITCHEN/EAT AREA:**

- CLEAN refrigerator & freezer including under crisper drawers, drip pan, food guard, & shelves. Wipe down front, magnetic strip seal and top of fridge.
- CLEAN under and around appliances, pull appliances out (make sure to not damage floor) and wipe down the wall and clean the floor and back of refrigerator/freezer and range.

- LEAVE fridge on, do NOT unplug, please turn to the lowest setting.
- CLEAN stove burner tops/rings, lift up the stovetop & clean underneath, as well as the storage drawers. Replace drip pans if needed.
- CLEAN oven. If using self-clean make sure to remove items around oven and monitor during self-clean – do not leave the property with self-clean running.
- CLEAN exhaust fan, hood, & microwaves. Wash hood filters in dishwasher or rinse under hot soapy water.
- CLEAN sink and counters, wipe down walls,
- CLEAN all cupboards, drawers, etc.; remove all shelf paper and drawer liner paper.

**BATHROOMS:**

- CLEAN toilet, toilet bowl, toilet seat and behind toilet.
- CLEAN sink, faucet (wipe down water spots) cabinet(s), mirrors, & all bath tiles.
- CLEAN all light fixtures and exhaust fans.
- CLEAN tub, shower walls, shower doors, door tracks, shower rods.
- CLEAR drains and remove any hair/objects. Ensure drains are properly flowing.

**PATIO/STORAGE AREA/BALCONY/ UTILITY ROOM:**

- REMOVE ALL PERSONAL POSSESSIONS, plants, pots, etc.
- CLEAN and DUST shelves, appliances, floor and other items as appropriate.

Charges for replacement HVAC air filters, outlet / switch covers, drip pans, batteries and light bulbs will be \$5 per item. If you want to purchase any yourself and leave at the unit we can install at no cost.

***Thank you in advance for performing a thorough cleaning!***

Please let us know if there are any maintenance of repair issues at the property:

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