

MOVE-OUT CLEANING GUIDELINES

THE CLEANING REQUIREMENTS IN YOUR RENTAL UNIT AFFECT THE DISPOSITION OF YOUR SECURITY DEPOSIT WHEN YOU VACATE. YOUR RENTAL UNIT MUST MEET OUR CLEANING STANDARDS AND BE LEFT READY FOR A NEW RESIDENT. THE FOLLOWING CHECKLIST IS PROVIDED TO AID YOU IN CLEANING YOUR UNIT:

KITCHEN

- 1) Hood, exhaust fan and filter clean & grease free
- 2) Oven door & oven interior cleaned
- 3) Clean drip pans, chrome rings, broiler pan & under burners
- 4) Defrost refrigerator, empty ice cube trays, vegetable drawer, clean exterior & interior, dry inside & out. If unplug fridge, leave door open; otherwise leave it on lowest setting.
- 5) Clean behind & under refrigerator
- 6) Clean all cabinets, shelves, drawers, cutting board & counter tops, **remove all shelf paper and sticky residue**, towel holders & cup dispensers.
- 7) Clean & polish all chrome, faucets & light fixtures
- 8) Floors clean & dry

BATHROOMS

- 1) Tile, tub & shower enclosures thoroughly cleaned & free of mildew or mold
- 2) Toilets and sinks thoroughly cleaned & free of mildew or mold
- 3) Medicine cabinet cleaned & mirrors polished
- 4) Baseboard moldings & floors clean & dry
- 5) All fans, fixtures & light shades cleaned & polished

GENERAL

- 1) Remove all smudges and fingerprints from doors & woodwork
- 2) Clean all electric outlets, light switches, electrical fixtures, etc.
- 3) Clean all closets & clean shelves
- 4) Clean all screens with vacuum, also window tracks & sills
- 5) Clean all windows inside & out
- 6) Sweep patio & balcony & remove all debris
- 7) Carpet must be thoroughly vacuumed and raked. Carpets and drapery must be commercially cleaned, by an approved vendor.
- 8) Clean all blinds and other window coverings.
- 9) Clean furnace and/or air conditioning vents & filters
- 10) Properly dispose of all trash & cleaning materials

*Contact the office for a list of approved vendors for carpet or cleaning.

YOUR RESIDENT ADMINISTRATOR WILL BE HAPPY TO COMPLETE AN INSPECTION OF YOUR RESIDENTIAL UNIT WITH YOU WHEN YOU ARE THROUGH CLEANING. TURN IN ALL KEYS, MAIL BOX KEYS, & GARAGE REMOTES IF APPLICABLE, ANY AND ALL KEYS ASSOCIATED WITH THE PROPERTY, INCLUDING LAUNDRY FACILITY KEYS AS WELL AS PROPERTY ACCESS KEYS TO THE RENTAL CONTACT THE OFFICE AND CONFIRM YOUR FORWARDING ADDRESS BEFORE YOU LEAVE.