

Move-Out Cleaning Instructions

Date: _____

To: _____

Property Address: _____

We have received your notice that you will vacate your dwelling on _____.

So that we may refund your deposit and make no additional charges, PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING:

- A. Duration of the lease contract fulfilled, or balance paid in full.
- B. Dwelling unit vacated by the above date.
- C. Deductions will be made for damages beyond normal wear (damages from negligence, carelessness, accidents or abuse).
- D. Dwelling unit must be well cleaned. THIS IS VERY IMPORTANT!
- E. The following cleaning list is used to make each dwelling unit ready for the new resident.

As per Section 1.6 of the Owners Addendum to your signed lease, a non-refundable make ready fee will be deducted from the Security Deposit at the termination of this lease.

1 bedroom, 1 bath \$200

2 bedroom, 1-2 bath \$200

3 bedroom, 1-2 bath \$300

4 bedroom, 1-2 bath \$400

If resident cleans, please follow cleaning instructions provided. Failure to clean or incorrect cleaning can result in deductions.

FLOOR AND SINK

- Sweep and mop floor and wipe baseboard
- Clean and shine faucet and sinks

LIVING/DINING AREA

- Clean inside of windows and sills and remove dead bugs
- Clean heat registers and dust wall corners for cobwebs
- Clean blinds
- Clean light fixtures - remove dead bugs
- Replace burnt out bulbs
- Wipe off fan blades

CLOSETS

- Clean bar and shelves
- Clean woodwork and doors

SLIDING GLASS DOORS

- Clean dirt from sliding door tracks
- Vacuum screen
- Clean window inside and outside
- Clean blinds

BEDROOM (MASTER)

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

BEDROOM (#2)

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs

GENERAL APARTMENT

- All light switches and electrical outlet covers
- All light fixtures-replace bulbs if needed
- Ceiling fan blades and lights
- All vinyl floors and all baseboards
- All casings around all doors
- Do NOT fill nail holes
- Remove cobwebs
- Test ALL smoke detectors-replace batteries if needed

KITCHEN

- Clean inside and outside of all cupboards
- Clean inside and outside of all drawers
- Clean countertops
- Clean inside window sills and tracks-remove dead bugs
- Clean heat registers and dust wall corners for cobwebs
- Replace burnt out bulbs
- Clean light fixtures

REFRIDGERATOR/FREEZER

- Clean inside and out – Wipe top
- Pull out fridge if no water/ice hook up
- Clean rubber seal around both doors
- Wipe out crumbs and food

DISHWASHER

- Clean inside trays and racks and outside of door, especially edges

STOVE

- Clean oven and racks
- Clean under burners
- Lift up stovetop (most models) and clean under sides
- Clean burner drip pans – Replace if necessary
- Clean broiler pan or drawer
- Remove all knobs and clean

MICROWAVE

- Clean inside and wipe down outside
- Clean grill and under

RANGE HOOD

- Clean and wash filter
- Clean under hood and replace bulb if needed
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

BEDROOM (#3)

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

BEDROOM (#4)

- Clean blinds
- Wash all windows inside, sills, and tracks
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

BATHROOM (MASTER)

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures-remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

BATHTUB/SHOWER

- Clean doors and track
- Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY

- Wipeout cabinet, vanity, and door
- Clean mirror

BATHROOM (2nd)

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures-remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

BATHTUB/SHOWER

- Clean doors and track
- Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY

- Wipeout cabinet, vanity, and door
- Clean mirror

STOOL, SINK, TOWEL BAR

- Clean stool inside and outside
- Clean sink, fixtures, and countertops
- Wipe down towel bar
- Wipe down toilet paper holder

BATHROOM (3rd)

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures and remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

BATHTUB/SHOWER

- Clean doors and track
- Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY

- Wipeout cabinet, vanity, and door
- Clean mirror

STOOL, SINK, TOWEL BAR

- Clean stool inside and outside
- Clean sink, fixtures, and countertops
- Wipe down towel bar
- Wipe down toilet paper holder

DECK/PATIO/PORCH

- Remove all items
- Sweep
- Replace burnt out bulbs

HALLWAY

- Clean heat registers and ceiling vents
- Remove cobwebs
- Wipe shelves in closet
- Clean light fixtures – remove dead bugs
- Replace all burnt out bulbs

CARPET

- Vacuum prior to carpet cleaning
- Go around edges with vacuum attachment

GARAGE (if applicable)

- Remove all items and sweep
- Clean oil spots
- Replace burnt out bulbs

STORAGE CLOSET (if applicable)

- Remove all items and sweep

BASEMENT (if applicable)

- Remove all item and sweep
- Remove cobwebs
- Vacuum carpet (if applicable)

LAUNDRY ROOM (if applicable)

- Wipe off washer and dryer
- Clean lint trap
- Vacuum behind machine with attachment
- Wipe off shelf
- Sweep and mop
- Clean fabric softener cup and bleach dispenser
- Replace all burnt out bulb