

We expect the property to be clean and ready for a new occupant to move in.

If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit. This checklist applies to all of our properties and may include cleaning of items that are not present in your home.

KITCHEN

A. REFRIGERATOR--Do not turn off, or unplug!!

1. FREEZER COMPARTMENT

- Wash all trays, racks, bins with mild soap and rinse
- Wash all interior surfaces with mild soap and rinse, make sure it is free of hair, crumbs, etc.
- Wash the rubber door seal
- For ice makers: Turn off & dump ice
- Do not use sharp objects! (You puncture, you purchase)

2. REFRIGERATED COMPARTMENT

- Remove & wash vegetable, meat and butter bins with a mild soap & rinse
- Wash all interior surfaces with a mild soap & rinse
- Wash rubber door seal
- Remove racks & wash with mild soap & rinse
- Do not use sharp objects!

3. EXTERIOR SURFACES

- Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with window cleaner
- Pull out & clean under & behind

B. RANGE

1. RANGE TOP (flat tops have specific cleaners to use)

- Clean the heating elements (eye) with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (Do Not Soak)
- Replace drip pans with a new set (Home Depot/Wal Mart)
- Clean control panel and knobs with a grease cutting soap, rinse and shine with window cleaner
- For hinged cook-tops, lift and thoroughly clean underneath

2. OVEN - SELF CLEAN OR CONTINUOUS CLEAN ONLY

- Racks may be cleaned by removing them from the oven & spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self Cleaning)
- The interior surface should be cleaned by activating the self clean cycle
- Continuous clean ovens do not need to be activated
- After the cycle has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly - DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS!!

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3. OVEN - CONVENTIONAL

- Spray the entire oven including racks with oven cleaner, following their directions, rinse thoroughly

4. EXTERIOR AND BOTTOM DRAWER

- Wash all exterior surfaces including the sides with a grease-cutting product, rinse and shine with window cleaner
- Pull drawer completely out to clean underneath

5. FREE STANDING RANGES

- Pull from wall and clean sides and back as well as floor underneath

C. VENT HOOD

- Run filter through dishwasher
- Degrease interior and exterior

NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOD--IT'S USUALLY VERY GREASY--USE A DE-GREASER!!

D. DISHWASHER

1. INTERIOR

- Clean interior by running wash cycle with 1/2 cup vinegar
- Wash rubber door seal with a mild soap & rinse
- Wash interior door with mild soap & rinse, pay special attention to the inside ledge

2. EXTERIOR

- Wash exterior with a grease cutting soap, rinse and shine with window cleaner

E. COUNTER TOPS

- Clean counters with a non-abrasive cleaner to remove stains (Don't forget the backsplash)

F. CABINETS AND DRAWERS

- Wash exterior with a grease cutting soap & rinse
- Thoroughly wipe out all drawers and shelves (no hairs, crumbs, etc)
- Polish exterior with wood polish
- Remove any child safety door latches

G. FLOORS (see "Note" below for special instructions for cleaning wood floors)

- Wash floor & base boards with grease cutting soap, using a hard bristled brush & rinse. Pay special attention to the edges & corners

H. SINK & FAUCET

- Scrub sink with Comet/Ajax, rinse and shine all parts with window cleaner, use bleach on white porcelain sinks to remove stains
- Run disposal until it runs clear
- Replace Hot or Cold markers if they are missing
- Clean faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles, and metal edges, rinse and shine with window cleaner. Pay special attention behind the faucet.

NOTE: PERGO TYPE FLOORS: WASH WITH A WHITE VINEGAR SOLUTION (or 1 gallon water, 2 cup white vinegar + 1/2 C isoproopyl alcohol.) WOOD FLOORS: WASH WITH A MURPHY'S SOAP SOLUTION OR WHITE VINEGAR WATER (Any questions, call the office)

BATHROOMS

A. BATHTUBS

- Special instructions may be applicable if you have a tub that has been re-surfaced
- Clean with Softscrub for fiberglass tubs, or a scrubbie (3M pad) for porcelain tubs, use bleach to remove stains
- Scrub the shower tile/enclosure with Comet/Ajax, rinse well **RUN YOUR HAND OVER IT TO MAKE SURE THERE IS NO REMAINING SCUM**
- Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
- Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner

B. SINKS

- Follow the same instructions as shown above for bathtubs
- Replace Hot or Cold markers if they were missing

C. TOILETS

- Clean the exterior with a sanitizing cleaner
- Clean the interior with a sanitizing cleaner, flush & add 1/2 C of bleach intoilet and let stand
- Thoroughly clean around the toilet lid screws and caps (**YOU MAY NEED A TOOTHBRUSH AGAIN TO CLEAN THESE AREAS AS WELL AS THE BASE OF THE TOILET**)

D. CABINETS

- Wash exterior with a mild soap & rinse
- Thoroughly wipe out shelves & drawers
- Polish exterior with a wood polish

E. MIRRORS

- Clean & Shine with window cleaner (leave no streaks) Newspaper works well instead of cloth

F. FLOORS

- Wash floors and baseboards with a grease cutting soap, rinse. Pay special attention to edges & corners

COMMON AREAS THROUGHOUT THE PROPERTY

A. CLOSETS

- Wipe down all shelves and rods- leave no loose debris or dust

B. LIGHT FIXTURES AND RELATED

- Wash all globes/covers with a grease cutting soap, rinse & shine with window cleaner
- Thoroughly clean all switch plate covers and outlet covers. If they are cracked, replace them.
- Wipe top and bottom of all blades of ceiling fans

DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT & BACK ENTRY & GARAGE.

C. FIREPLACES

- Sweep out all ashes, (Only when completely cooled) clean fireplace utensiles and wipe down the hearth & mantel
- Clean screens & glass doors with glass cleaner-if heavily soiled might need steel wool
- NOTE: Remove all firewood from the property

D. HEATERS/VENTS AND RELATED

- Electric Heat/Hot Water Heat: Wipe down all baseboards with soap & water
- Gas Heat - Remove all the vents, soak in warm soapy water, rinse and vacuum the heat duct (hole) then replace
- Wipe top of thermostat
- Clean all cold air returns-usually soap, water & a toothbrush do the trick

E. WINDOWS

- Thoroughly wash all mini blinds/verticals--We prefer you call a professional Blind Cleaning Company on this one to avoid damage from taking the blinds down. (You should be able to run your finger all the way across and get a clean-sweep.)
- If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is up to you to have them cleaned or replaced with equal quality and color. Do not wash draperies.
- Clean & shine all interior sides of windows and their tracks
- Clean interior and exterior of sliding glass doors and tracks and front storm doors
- Wash all window ledges, and polish with wood polish, if applicable.

F. DOORS INCLUDING LOUVERED DOORS

- Wash all doors, both sides including entry doors to house and garage (not the big door your car uses) with a mild soap, with special attention to the areas near the door knobs, rinse and shine with a wood polish, if applicable.
- Clean all thresholds

G. WOODWORK

- Wash all woodwork, mantel, banisters, railing and baseboards with grease cutting soap, rinse and polish with wood polish, if applicable.

H. CHROME

- Shine all chrome: Sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holders, etc. with window cleaner or special chrom cleaner

I. LIGHTS

- Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, oven and refrigerator bulbs. Be extra careful when removing plastic deflectors or lens cover. ONLY replace burned out bulbs with correct size and wattage.

J. WALLS

- Wipe down all walls, using special attention to the kitchen area
- Remove all cobwebs throughout
- Do not attempt to fill holes. You may be billed back for improper repairs
- Re-glue any wallpaper coming up with the wallpaper glue only
- Wipe top of doorbell chime

K. UNFINISHED BASEMENTS

- Sweep and clean as needed, don't forget light fixtures, windows, cobwebs etc.

L. UTILITY ROOM

- Clean interior and exterior of washer and dryer and filters
- All other cleaning regarding floors, windows & lights apply as above

M. GARAGE

- Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom. We do not expect you to remove all the stains from the concrete, only the residue
- Don't forget the windows and cobwebs in here
- Do not remove items that go with the house, ie; paint, etc.

N. PATIO/DECK

- Sweep off patio areas and/or deck
- Remove any grease that might have spilled from grills with degreaser
- Remove all outdoor furniture-pots, ect if they belong to you

O. DOORSTOPS

- Replace all broken/bent/missing doorstops

P. CARPET: THOROUGHLY VACUUM THROUGHOUT INCLUDING ALL EDGES. (DO NOT TRY TO REMOVE STAINS YOURSELF OR USE A PRODUCT THAT HAS A BLEACH BASE OR OXYCLEAN BASE!!!)

- Carpet Cleaing is charged to the Tenant after move out an invoice will be provided with your Security Deposit Disposition letter.

Q. YARDS

- Day of vacating: The yard must be freshly mowed, raked and free of pet feces. The shrubs must be trimmed neatly. Flowerbeds and rocked areas must be weeded and the grounds policed for trash.
- Winter-walks and driveway shoveled-free of ice and snow
- Window wells free of debris
- Hoses disconnected from the spigot

R. SCREENS

- All screens must be in place and undamaged, this has become almost a typical charge for security deposits, if they are damaged, it is in your best interest to have them re-screened or re-framed prior to vacating the property

S. TRASH

- Are all personal items removed from the property? IE; hangers, toilet paper, cleaning supplies, magnets & pennies?
- If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.

REMINDER: Have the batteries been replaced in the smoke detectors? Are all personal items removed from the property (ie; hangers, toilet paper, cleaning supplies, magnets & pennies)? If applicable, has the furnace filter been changed? Did you leave the carbon monoxide detector in the property? Is the washing machine connection turned ALL THE WAY OFF? Have you removed all waste from your pet?

In Summer: Never turn the sprinkler system off

In Winter: Never turn the thermostat all the way down or turn the system off. It must be set at 60 degrees.

If you leave before the end of your lease, you are still responsible for all utilities to the property, snow removal and yard work, if applicable.