

Cleaning Checklist

To ensure there is no deductions from your security deposit for cleaning fees, please use this as a guide to clean the property upon move-out. Tenant is responsible for leaving home in the condition it was turned over to them.

General

- Clean all windows, window sills and blinds, repair any damaged screens.
- Clean inside and outside of all doors, to include laundry, bath, closets, bedroom and main doors.
- Wipe off all baseboards and molding.
- Clean out fireplace, if applicable.
- Clean hard surface floors as described above, to include hardwood, vinyl, tile, etc.
- All carpets must be professionally vacuumed and cleaned after furniture is moved out (receipt must be provided). If furnished all furniture must be moved and cleaned under.
- Clean all light fixtures and replace any burnt out bulbs.
- Replace air filter for the HVAC system.
- Dust and clean all ceiling fans.
- All items must be removed from walls. Unless furnished unit.

Kitchen

- Clean all surfaces, counter tops and sink.
- Clean inside and outside of all cabinets and drawers.
- Clean all appliances inside and outside.
- Remove any shelf paper.

Refrigerator

- Clean outside/top/inside of refrigerator including the vegetable drawers.
- Move refrigerator out from wall and clean underneath. Do not turn off!
- Clean freezer. Leave Ice Maker in the OFF position.

Stove

- Clean inside of oven, under elements (if applicable), pan drawer, exhaust fan and hood.
- Clean outside of stove and replace drip pans (if applicable).

Bathrooms

- Clean bathtub, to include inside and outside.
- Clean sink, door, fixtures toilet, inside/outside of drawers/cabinets and mirror.

Exterior

- Sweep out garage and remove cobwebs.
- Mow lawn, weed flower beds, edge sidewalk and driveway.
- Haul away all garbage, inside and outside.

Furnished Units

- All furniture that was in the home at move in must be in the home at move out. If not, tenant will be billed for replacement cost of each missing piece. No consideration will be given for age or condition of the missing furniture; you will be billed for a new piece. You may request a copy of the inventory checklist to locate furniture and attempt to reconcile any missing items.

Unfurnished Units

- Tenant must remove all personal items from the property. Any personal items left behind will be considered abandoned and become property of the owner.

Security Deposit Refund

- Once you have completely moved out, the property manager will complete a move out inspection. Any repairs or cleaning that is the responsibility of the tenant will be paid for with security deposit. Your security deposit refund will be processed within 30 days of your move out if the property was not damaged, all rent has been paid and the unit has been properly cleaned. If damage to the unit, unpaid rent or unit not properly cleaned the cost will be deducted from security deposit. If the amount is more than your security deposit you will be contacted to pay the remaining portion. Please consult your lease agreement for additional information. Refunds will not be given the same day as move out. No Exceptions!