



## Cleaning and Vacating Instructions

### MOVING?

Be sure you give proper notice! You will need to submit your intent to vacate in writing 30 days prior to the end of the month. It is your responsibility to call your property manager when you expect to be done cleaning so you can schedule a move-out inspection and return the keys. Please give your property manager your forwarding address so they can mail you your deposit refund statement.

### PLEASE DO NOT HAVE THE UTILITIES TURNED OFF!

Have the power company do a final reading as of your last day of tenancy. You must show proof of payment of your last water & sewer bill or it will be deducted from your security deposit.

Your deposit refund statement will be mailed to you within two weeks along with a thorough explanation of deductions, if any.

### General Cleaning

- Walls should be washed or marks Removed, including streaks above heaters.
- Holes in walls should be filled with spackle and the wall wiped clean of excess spackle.
- Remove all cobwebs from walls and ceilings.
- Wall and ceiling vents should be vacuumed and/or washed.
- Stickers are not allowed to be put anywhere in the premises.
- Clean switch plates.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Carpeting should be well vacuumed. The carpets need to be professionally shampooed.
- Fireplace(s) should be clean of ALL DEBRIS.
- Drapes should be vacuumed.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures and cleaned.
- Everything must be removed from closets, including coat hangers and shelves need to be cleaned.

### Kitchen

- Refrigerator should be defrosted, cleaned and left on at low setting. PLEASE DO NOT UNPLUG!
- Range should be completely cleaned, including broiler pans. Drip pans should be removed and the underneath surface cleaned.
- Exhaust fans and overhead light should be free from grease and dirt, including screen.
- Dishwasher should be wiped out, including around the inside of the door.
- Garbage disposal should have ice cubes ran through it.
- Cabinets and drawer fronts cleaned.

### Bathrooms

- Tiles should be washed and grout cleaned.
- Medicine chest and vanity should be cleaned, including shelves and mirrors.
- Tub, shower, basin, and toilet should be cleaned and sanitized.
- Glass door should be cleaned so all of the soap scum is removed.
- Exhaust fans should be taken down and cleaned.

### Yard Area

- Weed all flower beds and mow the lawn. Remove all personal items and garbage.

### Garage

- All trash needs to be removed from the premises.

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