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Residential, Commercial and HOA Property Management

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**MOVE OUT CLEANING CHECK SHEET**

To help you on your move out, the following items are to be cleaned when the property is vacated, according to the lease agreement, regardless of move in condition. Should these things not be done, we charge a minimum of **\$42.50** per hour to clean, plus mileage and supplies, with a one-hour min. charge. All carpets must be professionally cleaned when vacating any rental unit. The use of any rented, carpet-cleaning equipment upon move out will not constitute a professionally cleaned carpet and therefore will not be accepted or viewed as cleaned. We must be notified in advance if you plan on getting your carpets professionally cleaned. Once completed, you must turn the receipt(s) into us as soon as the carpet cleaning work is finished. Otherwise, we will assume the carpets need to be cleaned and we will schedule the cleaning with a professional, carpet-cleaning service and the cost of this cleaning will be deducted from your security deposit.

Check Off As Completed:

- 1. Clean the refrigerator, which includes defrosting, washing completely inside and out.  
**Do Not Turn Off Or Unplug The Refrigerator.** Clean outside door of dishwasher and inside if needed.
- 2. Clean entire range and vent hood (over stove): including oven, stovetop, under burners and rings, drip pans, bottom drawer and washing outside. Clean microwave inside and out.
- 3. Replace all burned out bulbs. (\$4.00 per bulb if we do it).
- 4. Wipe all cupboards inside and out, clean counter tops.
- 5. Clean bathrooms, including tub, shower, shower doors, tiles, mirrors, sinks, medicine chests, grout, toilets – all inside and out. Be sure to clean drawers and cabinets and wipe inside and out.
- 6. Clean inside of windows, sills, glass and dust blinds.
- 7. Wipe down all doors inside and out. Also, if your doors contain glass, clean inside and out.
- 8. Clean out fireplace and any area surrounding the fireplace.
- 9. Wash down walls in kitchen and bathrooms as well as any marks in any other room.
- 10. Vacuum the carpet and sweep and mop the vinyl or tiles. Extra charge if carpet cleaner has to do.
- 11. Sweep out storage areas, garages, porches, and balcony. Clean up any oil spots left in garage if applicable.
- 12. Leave the fire extinguisher, carbon monoxide detectors, smoke detectors, etc.
- 13. Dust ceilings and corners for cobwebs. Dust, wipe down baseboards, heaters, and light fixtures.
- 14. Dispose of trash. **Do Not Leave Anything Behind To Be Picked Up, Disposed Of Or Hauled Away.** If we have to perform any of the above, there will be a min. charge of \$55.00 per hour with a one-hour min. charge.
- 15. Wipe down clothes washer and clothes dryer if applicable. Clean lint trap to clothes dryer.
- 16. Lawn to be mowed, trimmed and weeded. This includes rock and bark areas around the home. Clean up pet waste.
- 17. Leave all keys (mail & doors) for unit and all garage door openers. **Do Not Keep Any Keys Or Openers.**