



## **VACATING AND CLEANING INSTRUCTIONS**

To receive the maximum portion of your deposit back, you must do the following:

- \_\_\_\_\_ Walls should be washed, and marks removed, including streaks above heaters.
- \_\_\_\_\_ Carpets must be vacuumed. We will have carpets professionally cleaned with expense deducted from your deposit.
- \_\_\_\_\_ Blinds must be cleaned of all dust and grime.
- \_\_\_\_\_ All windows must be washed. Tracks must be cleaned.
- \_\_\_\_\_ Vinyl flooring in kitchen, bedrooms and bath must be cleaned.
- \_\_\_\_\_ Dust and dirt on light fixtures, sills, shelves, etc. must be removed.
- \_\_\_\_\_ Light globes and light switch faceplates must be washed.
- \_\_\_\_\_ Closets must be cleared of all material; shelves cleaned, and scuff marks washed off.

### **KITCHEN**

- \_\_\_\_\_ Refrigerator must be defrosted, bins removed, and door cleaned underneath. Be careful not to scratch or tear the flooring. Clean door seals. Outside of refrigerator must be wiped and left shining. Exposed coils and back of refrigerator must be cleaned of all dust. Leave refrigerator turned on with doors closed.
- \_\_\_\_\_ Range must have oven, pans, broiler grills, and shelves cleaned with no spots left in the oven. If drip pans are discolored or have baked materials that will not clean to bright chrome shone, they must be replaced and can be purchased at most hardware stores and large grocery stores. Remove range drawer and clean underneath range. Replace range drawer after cleaning.
- \_\_\_\_\_ Cabinets must have all paper removed and shelves and doors, top of cabinets and handles cleaned.
- \_\_\_\_\_ Countertops are to be cleaned off. Sink is to be cleaned out with a scouring pad and cleanser. Faucet is to be left shining with no stains or water spots. Scrub under disposal lip with bristle brush.
- \_\_\_\_\_ Dishwasher inside door seal is to be cleaned as well as front door and handles.

### **BATHROOM**

- \_\_\_\_\_ Tile, countertops, tub and shower surround must be washed and shined. All buildup of soap scum must be removed.
- \_\_\_\_\_ Medicine cabinets must be cleaned (shelves, mirror, and tracks on cabinet).
- \_\_\_\_\_ Tub, basin, shower, and toilet must be cleaned. Tub, shower, and all chrome in bathroom must be shining with no water spots or film. All cleanser grit must be removed. Do not use harsh abrasives such as powder cleaners on newer tubs. These harsh abrasives may damage the surface. We recommend soft scrub with bleach.
- \_\_\_\_\_ Clear all tub drains, etc.

### **CLEANING AND REPAIR CHARGES**

If, prior to moving out, you do not leave your unit in satisfactory condition, charges will be deducted from your security deposit, or owed to us, if your security deposit is insufficient to cover the charges. Maintenance and janitorial labor charges for cleaning will be incurred per the terms of your lease agreement. Replacement of materials or parts is extra and will be replaced at additional cost. If Landlord incurs a higher labor cost for cleaning or repairing an item, you will be responsible for paying the higher labor cost. All items will be billed at one-hour minimum. We may charge up to a 30% administration fee for all labor.

### **SPECIAL NOTE**

If you have smoked, the unit has absorbed the smoke odor. You must incur the cost of repainting or other necessary actions to remove the residue or odor.