

APPENDIX A - CLEANING GUIDELINES FOR MOVE-OUT CONDITION

The following is a list of cleaning requirements to be followed when vacating your residence.

KITCHEN

Oven:

Oven and oven racks are to be cleaned and free of all baked-on matter. Continuous clean and self-cleaning ovens are **not** to be cleaned with oven cleaner. Clean continuous clean ovens with soapy water only. Follow directions usually printed on the oven door for self-cleaning ovens or call the office for instructions.

Stove:

Burner knobs, burners, drip pans, rings and under drip pans are to be cleaned and free of grease. If the stove is not built-in, it is to be pulled out and cleaned underneath. Clean exhaust fans and filter. Clean bottom drawer and underneath it. Exhaust fan and surrounding surface should be completely free of grease and light bulb working.

Refrigerator:

Clean inside and outside. This includes all surfaces inside and underneath storage compartments. Pull out and clean underneath and behind the refrigerator.

Cabinets:

To be cleaned inside, outside and on top; free from food and grease residue

Dishwasher:

To be cleaned and free of soap scum and mineral deposits inside and clean the outer edges and the front of the dishwasher.

Sink & Counters:

To be scoured and cleaned of as much stain as possible. Faucets are to be cleaned and dried and free of water spots.

Floor:

Wash and rinse thoroughly.

BATHROOMS

Fixtures:

Scour all fixtures: sinks, faucets, shower and toilet. Use a non-abrasive cleanser on fiberglass surfaces.

Tiles, Walls & Ceilings:

Clean any mildew from surfaces.

Ceiling Fans:

Clean surface so it is free of dust.

Cabinets:

To be cleaned inside and outside.

Floor:

Wash and rinse thoroughly.

Mirrors & Medicine Cabinet:

Wash and clean inside and outside including shelves and mirrors.

ALL OTHER AREAS AND ROOMS

Windows:

Wash inside and outside and remove mildew and dirt from window tracks.

Walls & Woodwork:

Spot clean. Clean baseboards; dust doors, tops of doors and stair railings. Remove fingerprints and foodstuffs. Remove all cobwebs. **DO NOT SPACKLE NAIL HOLES OR TOUCH UP PAINT.** It will leave a blotched mark and we will end up having to charge you to repair it anyways. You will not be charged for ordinary, small nail holes that are not excessive.

Lights:

Clean light fixture globes/covers inside and outside. All light bulbs must be left in working order and be the appropriate bulb for the fixture.

Closets:

Clean out and wipe down shelves. Vacuum inside and remove any cobwebs.

Window Coverings:

Blinds must be cleaned and free of dust, dirt and grime. Pleated shades and other shades must be vacuumed.

Carpets:

MUST be professionally cleaned by a carpet cleaning company. We will be happy to recommend a cleaning company to you. Please make arrangements to have them done so they are dry when we do the inspection. Please provide a receipt that the carpet cleaning has been done and paid for.

Hardwood Floors:

Clean using products approved for use on hardwood floors.

Heaters:

Replace furnace filters; clean cold air returns and floor heating ducts.

Garage/Carport:

Clean and remove grease from the floor as much as possible, remove cobwebs from the ceiling and walls. Wipe down shelves. Remove all trash.

OUTSIDE

Lawn & Flower Beds: Mow, trim and weed as necessary.

Decks, Patios, Porches & Sidewalks: Sweep and hose down.

UTILITIES

Disconnect: Utilities should be disconnected **AFTER** the move-out evaluation has been completed.

The residence must be completely emptied of all personal items, debris and cleaning utensils before a move-out inspection is scheduled. **Keys are to be returned by 5:00 p.m. on the last day of your lease.** The deposit will be processed within 30 days from when possession was returned. This will include a check if we owe you money. If you have a balance owed, the amount will be noted and funds will be expected from you within 30 days.