



## **MOVE OUT GUIDELINES**

To receive your full deposit, less cost of damages or undue wear and tear, should it exist, we have prepared this guide for you to use. If you will closely follow these suggested cleaning tips, there will be no confusion as to what is expected.

### **Basic cleaning in all rooms**

1. Vacuum interior
2. Clean the carpets
3. Clean windows and frames. Clean out window tracks. Wipe rods
4. Wash light fixtures
5. Clean electrical and telephone cover plates
6. Clean handprints and soil, etc. from walls and doors. Use only dishwashing liquid and water
7. Clean baseboards
8. Clean blinds
9. Remove all nails, plant hooks and other hanging devices and fill holes

### **Bathroom**

1. Clean tub and shower walls. Clean shower door track. A Lime-Away type cleaner is recommended. Do not use any abrasive products or materials
2. Clean medicine cabinet and mirror
3. Clean toilet, inside and out
4. Clean sinks
5. Scrub floor
6. Wipe out cupboard and drawers
7. Remove all non-slip decals from tubs

### **Kitchen and Dining areas**

1. Clean stove. Use soap filled steel wool to clean burner caps. Where applicable lift range top and clean underneath. Clean entire outside of oven including the sides, racks and boiler pan. Clean and/or replace drip pans in self-cleaning oven. Do not use oven cleaner in self-cleaning ovens. Make sure you are present during the self-cleaning process
2. Clean in and outside of exhaust fan and hood. Use ammonia grease remover type cleaner. Soak filter in dishwashing liquid and hot water
3. Clean and defrost refrigerator if necessary. Do not turn off refrigerator. Clean off top and sides of refrigerator
4. Wipe out cupboards and drawers. Clean outside surfaces using hot water and an ammonia type cleaner

### **Patio/Balcony and yard**

1. Clean patio storm or wood door, glass, and frame, both sides. Clean door and screen tracks
2. Sweep patio clean. All trash is to be disposed of in dumpster
3. Sweep out storage
4. Lawn should be left mowed and raked free of leaves, debris, trash, weeds, and pet feces

**Note: 1.** DO NOT drive vehicle on lawn while moving. You will be billed for cost of sod, sidewalks and sprinklers damage.

**Note: 2.** Any redecorating of a property (painting, wallpaper, etc.) done while residing in your home will be a resident charge over and above normal cost for bringing the property back to standard condition.

**Note: 3.** Smoke and cooking smells are not considered normal wear and tear and may result in extra charges for deodorizing.

**Note: 4.** Do not leave any trash or furniture for us to dispose of as you will be charged.

**Note: 5.** Remember to notify utility companies to take service out of your name.

**Note: 6.** You will be charged for all keys, garage remotes not returned on your move out date.