

GUIDELINES FOR MOVING OUT

TO THE TENANT:

Please use the following as a guideline for cleaning your apartment prior to moving out. If you have any work done professionally, you must present copies of your receipts to the Owner/Agent at checkout.

KITCHEN:

- Clean oven racks, broiler pans, burner plates, drip pans, hood fan cover, and hood filter.
- Clean refrigerator shelves, crisper, and entire inside and outside of unit, including freezer. Defrost according to manufacturer's instructions. Clean behind and underneath the unit. Turn off the unit and prop open the doors for ventilation.
- Wash all kitchen cabinets and drawers, inside and out. Remove any shelf paper.
- Wash all walls. Floors must be scrubbed clean.
- All tile and counter tops must be cleaned.
- Scour sink. Make sure disposal is working properly and that all food is rinsed through. Clean any dishwasher.
- Clean light fixtures and remove all cobwebs from corners and ceilings.

BATHROOM:

- Clean exhaust fan if there is one. Clean light fixtures.
- Clean all tile and grout, shower doors and the track under the doors. Make sure there is no mildew anywhere.
- Clean the medicine cabinet and all cabinets, shelves and closets.
- Clean mirrors and fixtures. They must be free of all water buildup. Clean the tub with a non-abrasive cleanser.
- Scrub and disinfect the toilet, top to bottom, inside and out.
- Clean the sink and all counter tops.

LIVING ROOM, DINETTE, BEDROOMS

- Empty and clean all closets, shelves, clothes racks and drawers.
- Wash all walls to remove stains and finger marks. Clean all doors, switch plates, light fixtures, etc.
- Remove all cobwebs from corners and ceilings.
- If there is any natural woodwork, clean it and then apply a protective finish. Lemon oil is suitable.

MISCELLANEOUS

- Remove and clean all screens. Wash all windows inside and outside including the tracks and sills.
- Clean wall heaters, furnace, air conditioners, etc.
- Remove nails and tacks from walls. Patch holes to original condition.
- Clean all light fixtures, indoors and outdoors.
- Make sure that working light bulbs are in every light socket.
- Empty and clean all cabinets, shelves, drawers, etc.
- If pets were permitted, all stains, odors, scratches and tears must be removed from everything. Apartment must be sprayed for fleas.
- All floors in every room must be cleaned.
- Carpets must be vacuumed. If cleaned professionally, provide receipt.
- All exterior areas associated with the unit, such as balconies, patios, immediately located hallways, walkways, etc., must be empty and clean.