

We would like to thank you for being our tenant and would like to make your transition as easy as possible. We have created a checklist for you to use in order to help you prepare for your departure. The house should be left clean and free of trash, debris and personal items. The following should be completed for deposit to be returned.

\_\_\_\_\_**Carpets should be left clean – any stains which were not there prior to your move in that cannot be removed will be a tenant charge. Having the carpets professionally cleaned is strongly suggested. Please remit a dated receipt for carpet cleaning to our office and verify that the job was done well before you pay a professional.**

**\_\_\_\_\_\_Baseboards and trim must be wiped down and free of all dust all of the way to the edge of the floor (whether carpet or solid flooring) Note that cleaning carpet does not always remove built up dust, hair, particles next to baseboards.**

**\_\_\_\_\_\_Floors should be swept and vacuumed. Hard surfaces should be mopped including kitchen and bathrooms.**

**\_\_\_\_\_\_Walls should be dust free - no cobwebs - Please remove all nails, screws, from walls, but please do not putty or spackle walls – small nail holes are considered normal wear and tear – there could be slight charge if big screws or nails leave large holes, but if tenants spackle or putty – many times it adds to contractor cost – so any putty, spackle, or painting needs to be done by a professional. Do not touch up paint – if touch up does not match, this can also cause additional cost to tenant.**

\_\_\_\_\_\_ **Stove top must be clean and free of food particles, grease and dirt, including under the burners. (some stoves allow you to lift stovetop and make sure no burned food residue remains)**

\_\_\_\_\_\_**Ovens & Microwaves– interior must be thoroughly cleaned. No food residue or oven cleaner residue present on inspection.**

**\_\_\_\_\_\_Dishwasher should be wiped down and clean. Please do not leave dishes inside. If dishwasher cleaner is used please leave door open.**

\_\_\_\_\_\_ **(if applicable) Refrigerators should be wiped down outside and cleaned and sanitized inside / Washer and dryer should be wiped down inside and out. Dryer and washer (if applicable) filters should be cleaned and machines should be free of hair and of course mold free.**

**\_\_\_\_\_\_\_Outside of cabinets (kitchen and bath) must be cleaned, removing any sticky residue or buildup.**

\_\_\_\_\_\_\_ **All sinks, baths, showers and toilets should be thoroughly cleaned.**  **Toilets must be cleaned, behind and base of toilet and around bolts should be wiped clean.**

\_\_\_\_\_\_\_ **Broken or missing doorstops should be replaced.**

\_\_\_\_\_**\_All blinds should be free of dust.**

\_\_\_\_\_\_**All shelves, cabinets, doors, and cabinet drawers should be wiped down and cleaned. Any/all debris removed.**

\_\_\_\_\_\_**Clean all ceiling fans and light fixtures, make sure all light bulbs are working as tenants would be charged for replacement of nonworking bulbs. All other light bulbs throughout house should be working to avoid being charged for replacements.**

\_\_\_\_\_\_**Dust and clean windowsills.**

**\_\_\_\_\_\_ The front entry way and any covered patio areas should be clear of bug nests or spider webs. Home should be free of roaches, ants or spiders. Any rodent activity should have been reported and/or remediated.**

\_\_\_\_\_\_ **All trash should be removed from the home, garage and yard and hauled away by tenant or put out by the curb for pick up. After final pick up, all trash receptacles should be clean and stored in garage or behind gate in back yard.**

\_\_\_\_\_\_ **Make sure landscaping is left in good condition (front and back yards) just prior to moving – this includes mowing, weeding and removal of grass in flowerbeds – adding mulch if needed, trimming bushes – all lawn debris should be bagged and set out for trash pickup or removed by tenant. (This does not apply if landlord provides Landscaping Services.)**

**\_\_\_\_\_\_Tenants are responsible for keeping gutters cleaned during tenancy. Before move-out, roof and gutters should be left clean and should be reasonably clear of leaves and pine needles.**

**\_\_\_\_\_\_\_ Driveway and inside garage floor should be power washed to remove any stains left by dripping vehicles.**

\_\_\_\_\_\_\_**Garage should be clear of all cobwebs, and floor swept clean.**

**\_\_\_\_\_\_\_ Leave keys to the unit and garage remotes on kitchen counter.**

**No time? We can do it for you! Here are the prices for cleaning which will be deducted from your deposit if we must clean, provide carpet cleaning, landscaping services or pest control:**

**Cleaning Services:**

**Square Footage of Home: Deep Cleaning Very Dirty Wipe Down**

**1200-1500 $160 +$15 $80**

**1501-1700 $170 +$15 $90**

**1701-1900 $180 +$25 $100**

**1901-2100 $200 +$25 $110**

**2101-2300 $220 +$35 $130**

**2301-2500 $240 +$35 $150**

**2501-2700 $260 +$45 $170**

**>2701 $.096 +$45 $.062**

**Carpet Cleaning is offered at $.24-$.26 per square foot. Landscaping Services are quoted on a case to case basis. Pest Control is also provided on a case by case basis. If you have pets, please consult your Pet Agreement.**