



VACATING AND CLEANING INSTRUCTIONS

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

GENERAL

- ___ Walls should be washed, holes filled, and marks removed.
- ___ Blinds must be cleaned of all dust and grime.
- ___ Closets must be cleared of all belongings; shelves cleaned, and scuff marks washed off.
- ___ All windows must be washed. Tracks must be cleaned.
- ___ 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. Burnt out light bulbs replaced.
- ___ Closets must be cleared of all belongings; shelves cleaned, and scuff marks washed.

KITCHEN

- ___ Refrigerator must be defrosted, bins removed, and door cleaned underneath. Be careful not to scratch or tear the vinyl flooring. Clean door seals. Outside of refrigerator and exposed coils must be wiped clean of all dust and grime. 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 shine, they must be replaced. Replacements 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 belongings removed and shelves and doors, top of cabinets, front of cabinets cleaned, and handles cleaned.
- ___ Countertops must be wiped down. 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.
- ___ Clear all tub drains, etc.

GARBAGE

- ___ All garbage must be removed prior to vacating. If any furniture, garbage, or recyclables are left in unit after vacating, you will be charged for having this dumped.

KEYS

- ___ All keys including key fobs, mailbox, building, unit, dumpster, etc. should be returned to our office in the Herald Building by **3pm on the last day of your lease**. If keys are not returned by this time, you may be charged for a lock change.

CLEANING AND REPAIR CHARGES

If 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 will be incurred per the terms of your lease. Replacement of materials or parts will be charged at cost for replacements.