



# SAGE Living by Design LLC

## Move Out Cleaning Checklist

Our goal is to provide a clean, healthy and beautiful living environment in all of our apartments. In keeping with this, we expect each apartment to be returned as it was received, in clean, move-in ready condition. We do not perform walkthroughs. A professional cleaning service will evaluate each apartment and clean as necessary, and you will be billed accordingly.

Upon move out, please leave the Move Out Cleaning Checklist and all keys in the SAGE drop box at our office, 1061 Chambers. (The black drop box is mounted on the building to the right of entry door. We must receive keys by your move out date or you will be charged rent. As well, please leave your forwarding information on page 2. All keys must be returned or a charge of \$30 for the first key and \$5 per additional key will be assessed. If a key is a mailbox key and we do not have a copy, you will be charged the cost to have it rekeyed by the post office.

| General:   | Details:  | Kitchen:   | Details:  |
|--|---|--|---|
| <input type="radio"/> Lighting/fans                | Clean and free of dirt/grime/dust esp. on top of fan. Clean out bugs, debris in fixture if applicable. All light fixtures have complete set of working light bulbs. (max 60 W unless otherwise specified on fixture). | <input type="radio"/> Refrigerator                             | Empty, clean and free of dirt/grime/dust. Clean floor underneath and also clean the backside of dust that can accumulate near the intake fan by carefully rolling the refrigerator straight out.  |
| <input type="radio"/> Walls/base moulding/ceilings | Clean and free of dirt/grime/dust. Spackle holes if larger than pin/tack (easiest to use a fingertip to just get spackle in the hole, not on the wall).   | <input type="radio"/> Stove                                    | Clean and free of dirt/grime/dust (stovetop, beneath cooktop and inside oven). If self-cleaning oven, use self-clean mode as instructed (do not use oven cleaners as this damages unit). Remove bottom drawer & clean underneath. Drip pans should be in move in condition or will be replaced. |
| <input type="radio"/> Outlet/switch plates         | Clean and free of dirt/grime/dust.  | <input type="radio"/> Counters                                 | Clean and free of dirt/grime/stains including grout.  |
| <input type="radio"/> Smoke detectors              | Li Ion batteries in working condition (if battery powered).   | <input type="radio"/> Dishwasher                               | Clean inside and out, including bottom kick plate   |
| <input type="radio"/> Thermostats                  | Clean and reset to initial programming (55 degrees at all times).   | <input type="radio"/> Sink                                     | Clean and free of dirt/grime  |
| <input type="radio"/> Doors/Trim                   | Clean and free of dirt/grime/dust. Incl. exterior of front door.  | <input type="radio"/> Range Hood/Microwave                     | Air filter/outside/inside clean and free of dirt/grime  |
| <input type="radio"/> Cobwebbing                   | Incl. in closets/stairways, etc   | <input type="radio"/> Cabinets/drawers                         | Clean and free of dirt/grimedust.   |
| <input type="radio"/> Windows/mirrors              | Clean and free of dirt/grime/dust (incl. window tracks & frame/trim and exterior when easily accessible.)   | <b>Bathroom:</b>   | Details:  |
| <input type="radio"/> Wall heaters                 | Remove and clean faceplate. Use hairdryer or compressed air to blow out heater coils. ( <b>Turn off power at breaker panel prior to cleaning.</b> )   | <input type="radio"/> Shower/tub & shower door (if applicable) | Clean and free of dirt/grime/soap scum including tub surround. This generally requires a deep clean if regular cleaning has not been done.  |
| <input type="radio"/> Sliding glass door           | Clean track, inside and outside of glass.   | <input type="radio"/> Cabinets/drawers                         | Clean and free of dirt/grime/dust.  |
| <input type="radio"/> Flooring                     | Swept & mopped (or vacuumed if carpet) and free of dirt/grime/marks   | <input type="radio"/> Counters                                 | Clean and free of dirt/grime/stains including grout.  |
| <input type="radio"/> Blinds/drapes                | Clean and free of cobwebs/dust /dander/dirt/grime/water spots/cat hair.   | <input type="radio"/> Toilet                                   | Clean and free of dirt/grime/dust.  |
| <input type="radio"/> Patio                        | Swept or mopped (if tile) & clean   | <input type="radio"/> Ceiling                                  | Clean and free of moisture stains.  |

**If** further cleaning is required, cleaning fees will apply.

**If** you have painted any walls, please contact us to check the color and then paint them back to the original color. Alternatively, we can do that after moveout and pass along the charge. (Priming may be needed if a darker color is chosen.) If only minor touch ups are needed (less than one hour), painting is covered in tenancies of more than one year.

**Replacement** costs will be applied as needed, as will actual billed labor charges for installation/repair work. Specific trade work, if higher, will be charged at actual billed rates. Rates listed on this page are subject to change based on actual incurred charges.

**Professional cleaning** charges for blinds will apply to clean any dust, dander, cat hair etc, as will carpet cleaning if applicable unless tenant provides receipt of professional cleaning. Blinds will be repaired or replaced if damaged and pro-rated based on useful life that was unused. Blinds cost approximately \$60-200 depending on size.

**If you have any carpet**, carpet cleaning charges will apply as per your lease agreement.

**Please notify us if major work will be needed so that we can make necessary arrangements (ie, replacing flooring).**

**Disposal of large items** will be charged accordingly if left in street or trash area.

Please answer a few brief questions in order to help us maintain quality living environments:

What have you enjoyed most about your apartment?

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Is there anything you would change or improve?

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Can we share any of your comments from above on our website (anonymously)? \_\_\_\_\_

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Tenant Name(s)

Signature(s)

Date

New Contact Info:

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Street/City/State/Zip

Phone