

## CLEANING CHECKLIST

- ☐ Vacating Unit: Lock all windows and doors but **DO NOT LOCK** the keyless deadbolts. Leave the garage remotes *on the kitchen counter* and turn in keys (including mail keys, if applicable) at the office.
- ☐ Carpet/Vinyl Floors: Vacuum and mop. Carpets must be professionally cleaned as stated in your lease. A rented steamer is not considered professional cleaning. ***PROVIDE RECEIPT TO PREVENT BEING CHARGED FOR CLEANING CARPETS.***
- ☐ Yard: Mow and trim hedges unless we provide yard care for your unit. Remove all debris.
- ☐ Garage: Remove all debris and sweep out. Remove excess oil stains.
- ☐ Exterior: Replace light bulbs as needed, clean globes, sweep front and back porch and wipe down exterior doors.
- ☐ Stove: Clean oven and broiler pan and replace drip pans. Clean stove top.
- ☐ Vent Hood: Clean residue inside and outside of hood. Wash out aluminum filter.
- ☐ Microwave: Clean inside and out.
- ☐ Dishwasher: Clean front and inside. Remove any standing water from bottom.
- ☐ Refrigerator: Remove ALL food. Clean inside and out. Defrost freezer. Clean inside and underneath crisper drawers. **DO NOT USE SHARP OBJECTS.**
- ☐ Bathrooms: Clean sink, tub, countertops, cabinets, toilet, and floor completely. Do not use Ajax, Comet, or similar abrasive cleaners on fiberglass since they will scratch.
- ☐ Baseboards: Clean and dust.
- ☐ Woodwork, Cabinets, & Doors: Wash off fingerprints. Use Liquid Gold on wood stained cabinets. Wipe out cabinets and drawers.
- ☐ Windows/Sills: Use Windex on inside panes and wipe down sills. Dust all blinds thoroughly.
- ☐ Fireplace: Clean inside and out. Do not leave ashes or wood in fireplace. Dust off mantle.
- ☐ Ceiling Fans, Lights, & Fixtures: Replace missing bulbs, dust bulbs and fixtures, and clean fan blades top and bottom.
- ☐ A/C Filter: Install new filter.
- ☐ Walls/Nail Holes: Remove all nails. **DO NOT FILL IN HOLES.** Our painter will do this. You will not be charged for nail holes but will be charged for repairs due to large wall anchors.
- ☐ Trash: Put trash in bins at curb on assigned trash day. **DO NOT** leave bulky waste at the curb - it will not be picked up by the city and you will be charged for hauling it to the dump.