



CLEANING CHECKLIST & DEPARTING PROCEDURES

*****PLEASE PRINT, COMPLETE AND RETURN THIS CHECKLIST UPON DEPARTURE *****

Below is a basic checklist to aid in cleaning upon departure. Please note that this checklist is provided for houses, apartments and condos, so some items may not apply. It takes hours to clean, so please plan accordingly! Remember that all keys, key fobs, garage remotes and decals must be returned to Union Properties by **NOON** on the last day of your lease.

CLEANING CHECKLIST & DEPARTING PROCEDURES (CONTINUED)

GENERAL/OVERALL

- ☐ Remove all personal belongings, trash and debris from inside & outside property
- ☐ Nail holes and hangers – See Departing Procedures in your lease for instructions
- ☐ Clean all windows inside and out (if accessible)
- ☐ Clean all windowsills
- ☐ Clean all light fixtures
- ☐ Replace missing/burnt out light bulbs
- ☐ Clean all ceiling fans
- ☐ Clean A/C intake grill & replace filter
- ☐ Clean A/C vents, if needed
- ☐ Clean/dust all door panels
- ☐ Clean/dust all light switches, outlet covers, A/C & alarm controls
- ☐ Remove all cobwebs
- ☐ Clean/dust all blinds
- ☐ Clean all baseboards
- ☐ Clean/scrub all hard surface floors
- ☐ Vacuum all carpet
- ☐ **Professionally steam clean carpet:** Carpets are required to be **PROFESSIONALLY** steam cleaned and a receipt for service must be submitted at move out.

LIVING, DINING, FAMILY ROOMS

- ☐ Clean all blinds
- ☐ Clean all windows
- ☐ Clean all windowsills
- ☐ Clean all ceiling fans
- ☐ Clean out fireplace (if applicable)

BEDROOMS

- ☐ Clean all blinds
- ☐ Clean all windows
- ☐ Clean all windowsills
- ☐ Clean all ceiling fans
- ☐ Clean mirrors, mirror doors & tracks
- ☐ Clean closets, built-ins and shelves

KITCHEN

- ☐ Clean inside fridge/freezer including washing bins, drawers and shelves & top of fridge
- ☐ Clean behind/under fridge
- ☐ Clean inside and out of microwave
- ☐ Clean inside and out of dishwasher
- ☐ Clean inside and out of oven, including top of stove, under drip pans, inside & below drawer
- ☐ Clean exhaust fan
- ☐ Clean all appliances and polish all stainless steel
- ☐ Clean sink & countertops
- ☐ Clean/wipe out all cabinets and drawers
- ☐ Clean/wipe down all cabinets fronts

LAUNDRY ROOM

- ☐ Clean under and behind washer & dryer
- ☐ Clean inside/outside washer (soap residue/spills) and dryer
- ☐ Clean out lint trap
- ☐ Wipe down shelves

PATION/BALCONY/GARAGE

- ☐ Sweep & remove debris/cobwebs
- ☐ Clean sliding doors, including tracks
- ☐ Clean all ceiling fans

BATHS

- ☐ Clean/disinfect toilet, inside and out
- ☐ Clean/disinfect tub, shower, tile & shower doors, including all mold & soap scum
- ☐ Clean inside cabinets & drawers
- ☐ Clean cabinet fronts
- ☐ Clean medicine cabinet
- ☐ Clean light fixtures & exhaust vent
- ☐ Scrub sink(s)
- ☐ Clean countertops
- ☐ Clean mirrors/windows
- ☐ Dust towel bar
- ☐ Scrub floors

PLEASE COMPLETE THE FOLLOWING

Forwarding addresses, phone numbers and emails for each tenant must be submitted **IN WRITING** to your Property Manager to ensure proper delivery of you Security Deposit refund. Please complete the information below and return this form with your keys, garage remotes, decals, etc.

CLEANING CHECKLIST & DEPARTING PROCEDURES (CONTINUED)

Vacating the property located at: _____

TENANT

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____

TENANT

Name: _____

Address: _____

Phone: _____

Email: _____

TENANT

Name: _____

Address: _____

Phone: _____

Email: _____

TENANT

Name: _____

Address: _____

Phone: _____

Email: _____

TENANT

Name: _____

Address: _____

Phone: _____

Email: _____

TENANT

- ☐ Complete Forwarding & Contact Info Above
- ☐ Return Door Keys
- ☐ Return Mailbox Keys
- ☐ Return Recreation Keys
- ☐ Return Garage Remotes
- ☐ Return Parking Decals
- ☐ Return Key Fobs
- ☐ Flea Spray Receipt (pet owners only)

NOTE: All keys, remotes and decals MUST be secured in an envelope labeled with the property address and returned to the Union Properties office unless instructed otherwise. Failure to do so may result in additional charges. If returning keys after regular business hours, please use the drop box at Union Properties. Place keys in labeled envelope with forwarding address.