



Deposit Return Requirements Cleaning Checklist

Windows and Window Coverings

- Clean ALL windows- inside and out along the ground floor. Include all window tracks, sills and screens.
- Remove all dust and dirt from blind slats. If the blinds are potted or streaked- wipe them down.
- Remove all curtains and draperies.
- Dust or wipe down curtain rods. You may leave any curtain rods to prevent more holes being added by next tenant.
- Do not spackle nail holes but remove all nails.

Doors and Woodwork

- Wipe down baseboards and wood trim around doors and windows
- Wipe down doors, door frames and doorknobs

Light Fixtures

- Clean light fixtures inside and out including shades and bulbs
- Clean ceiling fan blades and shades and light bulbs
- Replace burned out light bulbs including those in the garage, outside fixtures and the porch light.

Walls and Floors

- Wipe down walls, remove cobwebs, wipe off handprints and stains etc.
- Pull out nails, fill holes with paint using a Q-tip
- Clean hard floors using cleaner appropriate for the floor. Remove any cleaner or wax residue.
- Vacuum the carpet. And sweep and mop floors.
- Schedule professional carpet cleaning to take place after you have moved everything out. All cleaning and moving must be completed BEFORE the carpets are cleaned. You must provide a receipt.
- Receipts for the carpet cleaning and or flea spray must be marked "Paid in Full"

AC/ Heating

- Dust and or clean all the air return vents in every room.
- Clean the louvers for the main AC and door jam. \$\$
- Change the filter
- Add one last half cup of bleach to the condensation valve.

Refrigerator- DO NOT UNPLUG OR TURN OFF THE REFRIGERATOR

- Remove all drawers and racks. Clean them and wipe out the inside of the refrigerator. Reinstall all drawers and racks.
 - Clean the rubber gasket around the inside of the refrigerator door.
 - Clean the rubber gasket around the inside of the freezer door.
 - Wipe out the freezer.
- _____

- Turn off the ice maker (if there is one) and empty all ice cube trays or ice containers. Leave trays and containers in freezer.
- Pull refrigerator away from the wall. Wipe down the back, sides and top of the refrigerator.
- Wash floor and walls behind and under the refrigerator. Push refrigerator back into place.

Range/Oven/Stovetops

- Thoroughly clean the stove top. If top can be lifted, pull it up and clean underneath.
- Clean burner reflector pans or install new ones.
- Clean the oven with chemical oven cleaner or by using the self-cleaning function.

DO NOT LEAVE THE RACKS INSIDE THE OVEN DURING THE SELF-CLEANING CYCLE.

- Clean the racks
- Wipe out the oven
- Replace the oven light if needed
- Clean the front of oven and sides if exposed.
- Pull out oven drawer and clean floor underneath
- Clean/Degrease hood vents filters or buy new ones

Fan Vent/Light /Microwave

- Clean all surfaces of the hood including light bulbs and light bulb cover.
- Remove metal filters and wash in dishwasher or use a degreaser. Replace with the cleaned filters or purchase new ones.
- Replace light bulb if needed.
- Clean all surfaces of microwave and any glass trays or racks included.

Dishwasher

- Run a cycle and make sure there is no standing water at the bottom or debris caught in the filter.
- Wipe the inside, outside and rubber gasket

Sinks

- Clean sinks and shine the faucets

Cabinets, Counter Tops, Shelves and Drawers

- Clean ALL surfaces of cabinets, countertops, shelves and drawers. Remove all contents. Wipe cabinets inside, outside and on the top.
- Remove all shelf paper you installed
- Clean countertops and inside of sink cabinets

Bathrooms

- Clean sinks and shine faucets.
- Clean bathtubs and showers.
- Scrub toilets. If needed replace toilet seats if stained.
- Clean fan and fan cover
- Clean lights and light covers.
- Wipe down walls, ceilings and baseboards
- Wipe down vanity drawers, front, sides, and inside under sink.
- Clean tub, shower and doors.
- Mop floors

Garage and/or shed

- Sweep out garage and remove any stains you caused on the floor
- Remove all debris and sweep out shed
- Clean off wire racks, workbenches, shelving and other storage surfaces
- Clean window, tracks and window blinds if applicable

Patios- Front and Back, Walkways and Driveways

- Sweep all patios and remove any debris
- Remove any stains you caused
- Clean tracks of the sliding glass door and throw away welcome mats.

Laundry Room

- Clean off wire racks or wipe down cabinets and shelves
- Clean out dryer vent
- Mop floor
- If washer and dryer provided, clean all surfaces of machine underneath and behind both appliances

Landscaping/Outside

- Mow and trim lawn and remove all weeds from lawn and planting beds
- Leave landscaping in the condition in which you found it or better
- Trim bushes

Fireplaces

- Wood burning fireplaces must be professionally cleaned if you used it during your occupancy
- Clean all surfaces of the fireplace inside and out, including the mantle
- Vacuum out the inside –don't leave any ash or unburned wood inside
- Clean both sides of the glass front

General Requirements

- Dispose of all trash and debris inside and outside of the property.
- Leave nothing behind except items which were in the property when you rented.
- Make sure all garage door openers are working.
- Drop off all keys and garage door openers at office or in our drop box, when you are done.

Utilities

- Leave utilities ON for 14 days after move out
- Summer- Leave AC on 80
- Winter- Leave heat on 50
