

## SUGGESTED MOVE-OUT CLEANING CHECKLIST

### General:

- \_\_\_\_\_ 1) Wash all windows inside and out in all rooms
- \_\_\_\_\_ 2) Clean out window tracks
- \_\_\_\_\_ 3) Wash window sills and curtain rods
- \_\_\_\_\_ 4) Replace all a/c filters and vacuum air returns and vents
- \_\_\_\_\_ 5) Wash inside and outside of front and back of doors
- \_\_\_\_\_ 6) All marks must be washed off all walls, Leave nails, do not touch up!
- \_\_\_\_\_ 7) Wash all vinyl and tile floors
- \_\_\_\_\_ 8) All carpeting is to be vacuumed. **Professional carpet clean will be deducted from deposit.**
- \_\_\_\_\_ 9) Clean and wash all blinds
- \_\_\_\_\_ 10) Clean all light fixtures throughout the unit and replace any burnt out light bulbs
- \_\_\_\_\_ 11) Window screens cleaned and put in place on windows
- \_\_\_\_\_ 12) Closets need to be free of any trash and clothes, shelves and hanger rods cleaned
- \_\_\_\_\_ 13) All trash removed from property
- \_\_\_\_\_ 14) Garage and patio swept and refuse removed
- \_\_\_\_\_ 15) Replace burned out light bulbs and batteries on smoke detectors

**\*Make sure to mow, edge and trim landscaping and have all trash hauled off from yard and bins.**

**Animal stains, cigarette burns or other abuse of carpets or rugs not identified on the Inventory and Condition form will be deducted from the security deposit**

### Kitchen:

- \_\_\_\_\_ 1) Kitchen cabinet doors cleaned and free from all grease, dirt and other marks
- \_\_\_\_\_ 2) Scrub kitchen floor, including under all moveable appliances
- \_\_\_\_\_ 3) Areas behind and between appliances cleaned
- \_\_\_\_\_ 4) Wash cupboards inside and out, remove all shelf paper and thumb tacks
- \_\_\_\_\_ 5) Wipe out drawers
- \_\_\_\_\_ 6) Clean sink and countertops
- \_\_\_\_\_ 7) Turn off refrigerator, clean inside and out, defrost and leave open (if applicable)
- \_\_\_\_\_ 8) Clean inside and out of microwave (if applicable)

### Stove:

- \_\_\_\_\_ 1) Remove racks and broiler pan, soak in hot soapy water to clean, dry well and replace
- \_\_\_\_\_ 2) Clean inside of oven, top of stove, under elements and replace drip pans.
- \_\_\_\_\_ 3) Clean inside and out of hood range. **DO NOT WASH FAN MOTOR**
- \_\_\_\_\_ 4) Remove lower drawer of stove and clean under stove
- \_\_\_\_\_ 5) Wash and dry outside of stove

### Bathrooms

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- \_\_\_\_\_ 1) Wash down tile walls
- \_\_\_\_\_ 2) Clean bathtub, tile around sink, door and fixtures
- \_\_\_\_\_ 3) Clean inside and outside of toilet
- \_\_\_\_\_ 4) Clean inside of the medicine cabinet, if applicable
- \_\_\_\_\_ 5) Wash mirror
- \_\_\_\_\_ 6) Scrub floor

Call us with any questions!! THANK YOU!!

## MOVE OUT COST SCHEDULE

### **Cleaning and Repair Charges**

Prior to moving out, if your property is not clean and left in satisfactory working order, the following charges will be deducted from your security deposit or owed to us if your security deposit is insufficient to cover the charges. You will be charged the listed amount for each instance in which a listed item must be cleaned or repaired. The prices given for the items listed below are ESTIMATED prices only. If we incur a higher cost for cleaning or repairing an item, you will be responsible for paying the higher cost.

### **Replacement Charges**

If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged for the current cost of the item, plus labor and service charges.

A representative list of ESTIMATED replacement charges is provided below. If we incur a higher cost for replacing an item, you will be responsible for paying the higher cost. Please note that this is not an all-inclusive list. You can be charged for the replacement of the items that are not on the list.

#### **Kitchen Cleaning**

|                       |         |
|-----------------------|---------|
| Oven-----             | \$40.00 |
| Drip Pans-----        | \$10.00 |
| Stove/Vent-----       | \$20.00 |
| Refrigerator-----     | \$50.00 |
| Dishwasher-----       |         |
| \$50.00               |         |
| Cabinets/Counter----- | \$50.00 |
| Microwave-----        | \$30.00 |

#### **Bathroom Cleaning**

|                   |         |
|-------------------|---------|
| Shower Doors----- | \$15.00 |
| Toilets-----      | \$20.00 |
| Tub/Shower-----   | \$35.00 |
| Sink/Counter----- | \$10.00 |
| Cabinets-----     | \$20.00 |
| Mirrors-----      |         |
| \$10.00           |         |

#### **Miscellaneous Repairs**

|                                     |                |
|-------------------------------------|----------------|
| Windows-----                        | \$75.00        |
| Carpet Cleaning-----                | \$60.00-100.00 |
| Carpet Repair-----                  | \$150.00       |
| Trash Removal-----                  | \$75.00        |
| Painting-----                       | \$500.00       |
| Linoleum Floors-----                |                |
| \$25.00                             |                |
| Holes in Walls (for each hole)----- | \$75.00        |
| Vacuum all carpet-----              | \$30.00        |
| Sweep/Mop All Floors-----           | \$50.00        |
| Mow, Edge and Trim -----            |                |
| \$100.00                            |                |

#### **Replacement Charges**

|                            |          |
|----------------------------|----------|
| Window Glass-----          | \$75.00  |
| Patio Glass Door-----      | \$200.00 |
| Window Screens (each)----- | \$20.00  |
| Refrigerator Shelves-----  | \$50.00  |
| Mirrors-----               |          |
| \$60.00                    |          |
| Doors-----                 | \$100.00 |
| Replace Bulbs (each)-----  |          |
| \$5.00                     |          |
| Replace Keys (each)-----   | \$15.00  |