

MOVE OUT CLEANING REQUIREMENTS

EXHAUST FAN/VENT HOOD – Ensure fan is off. Remove grease from all surfaces. Soak filter in hot water with detergent, dry and replace. You may also clean these filters by running them through the dishwasher with 1 cup of vinegar to dissolve grease. Clean fan blades and knobs.

REFRIGERATOR – Do not use sharp objects, and remember to use caution when dealing with electrical appliances to avoid possible shock. Clean door seals (especially accordion folds). Pull out from wall (use caution, water lines can break) and clean walls, floor, cabinets, sides of refrigerator, remove dust from rear coils and remove and clean “kick” plate. Place an open box of baking soda in the freezer, and another in the refrigerator. Leave appliances pulled out for inspection. Please place a flattened cardboard box under refrigerator prior to moving to avoid damage to the floor.

DISHWASHER – Running 1 cup of vinegar through a cycle will remove most food particles, grease and stains. Clean all surfaces, float, rubber seals, and remove scum or interior bottom of door. Dry exterior surface to prevent water spots.

GARBAGE DISPOSAL – Ensure disposal is turned off. Do not remove rubber collar to clean. Running ice cubes and lemon juice through the disposal will help to clean the disposal blades. Do not place hands inside the disposal.

SINK/COUNTERTOPS – Use non-abrasive cleaners. Remove stains. Clean faucet and all surfaces.

CABINETS/DRAWERS – Clean interior, exterior, doors and hinges (free of grease and any debris). Remove all shelf paper and any child safety locks. Clean all tracks. Remove drawers to clean entire area. Ensure drawer corners are free of dirt/crumbs. After removing the bottom drawer check for any personal items.

FLOORS – DO NOT APPLY WAX FOR FINAL INSPECTION. Do not use acrylic floor cleaners. Remove carpet tape and any tape residue. All floor surfaces must be clean. Mop/scrub as needed.

CARPETING – Carpets must be thoroughly vacuumed. Excessively soiled carpets could be treated as damage beyond fair wear and tear, and you could be charged.

WALLS/CEILINGS/BASEBOARDS – Clean entire surface to include electrical outlet covers. Do not use steel wool, abrasives or strong detergents. All surfaces must be free of dirt, dust, mildew, grease, smudge marks, fingerprints, pencil, crayon marks, pet hair, etc. This includes areas behind range and refrigerator. All nails, hooks, hangers, tape/tape residue, screws, etc. should be removed. **DO NOT PATCH HOLES.**

BATHROOM – Remove soap scum, calcium deposits, mildew and film from all surfaces. Clean the mirror, cabinets, countertop, exhaust fan grill, faucets, soap tray, toothbrush holder, towel bars, behind toilet and all other surfaces.

BLINDS – Warm soapy water is recommended. A final vinegar rinse will remove all residue/streaks from cleaning products. **DO NOT USE BLEACH!**

CLOSETS – **Must be clean.** Remove paper and glue residues from shelves and doors. Clean all surfaces. Ensure corners of closets are free of dirt. Use a vacuum cleaner in corners and tracks. Use a stool/step ladder to ensure you can reach/see all surfaces. Use soap and water or cleanser on all surfaces.

LIGHT FIXTURES/CEILING FANS – Remove **ALL** interior fixtures and clean with damp sponge or household glass cleaner.

A/C VENTS/DOORS – Remove/vacuum dirt, dust and grease. Clean inside and outside of door with warm soapy water and a brush. A clean, new filter must be in place.

WINDOWS/WINDOW SILLS/TRACKS – Remove mold, tape and stickers. Window sills and tracks must be cleaned thoroughly.

UTILITY ROOM/STORAGE AREA – Sweep floors, remove all cobwebs, remove mildew from walls, clean floor to include removing stains and clean doors and walls. Clean outlet and light fixture. Do not saturate electrical fixtures/outlets with water.

DOORS, SLIDING GLASS DOORS & TRACKS – Remove stains, dirt, tape, nails, mildew and fingerprints (including vertical blinds and glass doors from interior and exterior of Sliding glass doors)

TRASH REMOVAL /RECYCLE BINS – Remove all trash from premises. **If you leave more than 1 container of trash you will be charged for the removal. It is also your responsibility to ensure that any BULK waste is removed prior to final inspection.**

TRASH CANS – Trash cans must be cleaned inside and out prior to the final inspection.

EXTERIOR STRUCTURE – Clean all entryways (doorbell/doors/frame/thresholds) and patios. Use a broom to remove cobwebs.

LAWN/SHRUBBERY – Grass should have mowed and recently edged. Remove all litter, cigarette butts, newspapers or other debris. Rake and place top soil and grass sod or seed in all bare areas (i.e., dog runs.) Fill any holes with topsoil. You could be charged for damages if grass is not healthy and growing in all areas (no bare spots.)

SIDEWALK/DRIVEWAY/PATIO – Remove fresh oil spots/stains. Scrub clean. Use stain remover and/or detergent or kitty litter. Stains not removed by the resident may be treated as resident damage for which the resident will be charged upon clearing of quarters.

FENCES – Remove debris, dust and cobwebs. Remove lattice, cinder blocks, chicken wire, particle board, hangers, etc. from fence. All personally owned fences must be removed unless otherwise approved by the Property Management Office. Approval will be based on appearance, type of fence and written approval from the new resident (if applicable) prior to final inspection. If you have a rental fence please contact the fence company and notify them of your move.

THRESHOLDS, ENTRANCE SIDEWALK & GARAGE/CARPORT – Must be clean. – Scrub as needed to remove ALL surfaces of spider webs, bugs, dirt, mildew, debris, cigarette butts, etc. Sweep pad/floor. Oil spots and stains must be removed using stain remover or kitty litter. Do not use gasoline or other flammables. Remove all nails, hooks and hangers. Clean garage doors and cabinets inside and out. Remove any self-help projects, unless accepted and approved by the Property Management Office. If the garage/carport has been used for painting and paint cannot be removed through normal cleaning process, it will be treated as resident damage and charged to the resident for repair upon cleaning.

WE HAVE ENJOYED YOUR TENANCY....THANK YOU

DAMAGE AND CLEANING CHARGES AT MOVE OUT

DAMAGE CHARGES/REPLACEMENT

Any and all damages and replacement will be charged to the resident at the actual replacement costs. Labor costs can be charged at a rate of \$35/hour. Replacement of all flooring is charged on a seven (7) year prorated amount.

A. Exterior lawn, garage, patio, outside storage room, trash removal

Trash Removal	\$35 per hour
Mow Yard	Up to \$100
Turf Restoration	Up to invoice cost
Garage Door Panel	Up to invoice cost
Furniture Removal	\$250

B. Keys and Locks

Garage Door Opener	\$75 per opener
Garage T-lock Handle	Replacement cost
Door Key	\$25 per key
Mailbox Key	\$25 per key
Lock change/replacement	\$75 per lock
After hour lock change/replacement	Additional \$100 per lock

C. Cleaning Services

Whole unit cleaning	Starts at \$300
Extra cleaning	Invoice cost
Oven	\$35
Range top	\$35
Vent hood	\$15
Refrigerator	\$35
Freezer	\$35
Vinyl floors	\$50 each room
Counters	\$15 each
Kitchen cabinets	\$10 each
Light fixtures	\$5 each
Dishwasher	\$10
Patio/Balcony	\$35
Bathtub and tile	\$35 each
Bathroom sink	\$25 each
Toilet	\$25 each
Bath cabinet	\$10 each
Mirrors	\$10 each
Carpet stains beyond normal wear and tear	Invoice cost
Pet waste removal	Billed at \$35/hour rate
Whole unit paint	Invoice cost
Extra painting per room	Invoice cost
Smoke damage and odor elimination	Invoice cost
Pet treatment	Invoice cost

If management team provides the repair/replacement the cost is billed at \$35 per hour

Replacement Charges

All replacement costs will be charged based on the cost of actual replacement. Carpet is pro-rated based on seven (7) years and vinyl is pro-rated based on twelve (12) years. Additional paint charges, carpet stains, resurface of tubs or countertops will be charged based on actual cost. Damages to garages will vary and be based on actual replacement/repair costs. Hourly rates listed do not include any additional cost for materials.

Any replacement/repair not on this list will be priced at the time of service. Prices are subject to change in accordance with the change procedure given in the section on Community Policies Enforcement. Excessive damage may alter above prices.

NOTHING HEREIN WILL BE CONSTRUED AS A LIMITATION ON MANAGEMENT'S RIGHT TO PURSUE RESIDENT FOR DAMAGES NOT SPECIFICALLY LISTED HEREIN