

CLEANING AND MOVE-OUT PROTOCOLS

The following items should be performed by the tenant before vacating the unit.

1. Remove all your personal possessions and belongings.
2. Remove all trash from the apartment and deposit in the provided outside container.
3. Make certain all light fixtures, bulbs and smoke detectors are working.
4. Thoroughly clean stove top, drip pans and beneath drip pans inside stove, clean inside oven to the extent that there are no stains or spots whatsoever (including oven door), and clean range hood top and underneath range hood, making certain range hood light works.
5. Report all maintenance issues **before** you move out. (slow drains, electric not working, heating and air conditioning not working properly, etc.)
6. Clean out all cabinets, remove all items and clean off dust or other debris on shelves and on cabinet doors and fronts. Make certain you clean out area under sinks.
7. Clean all blinds, windows, and window sills. Blinds should be free of dirt, windows should be free of streaks and window sills should be free of debris and dirt.
8. Clean all light switch face plates. In addition, make certain all air vents are clean.
9. Clean toilet(s) thoroughly, including inside and top of bowl, toilet seat (all sides), around outside of toilet and area around toilet.
10. Clean out refrigerator. Remove all items, defrost ice box if necessary, remove dirt, grime or other debris in refrigerator and freezer. Leave plugged in/power on and closed.
11. Clean all closets. Remove all items & make certain shelves are free of all dust & debris.
12. Clean ceiling fans, if applicable. Blades must be wiped clean; light bulb covers need to be removed and cleaned. All other parts of the fan should be free of dust.
13. Clean tub(s) and sink(s). Tubs should be free of all grime, preventable rust, hard water stains or mold. Sink(s) should be cleaned with a gentle cleaner and free of streaks and they should be dry. Remove cleaning residues from all areas.
14. **All carpets should be vacuumed, then professionally cleaned.** Any stains that were not in carpets when tenant(s) moved in should be removed. All tile floors should be swept and mopped, ensuring that all cleaning streaks are removed.
15. Clean all mirrors, ensuring that all cleaning streaks are removed.
16. Clean wall trim of stair wells (if applicable) so that they are free of dust or other stains. Stairs, if applicable, should be vacuumed and stair rail, if applicable, should be clean.
17. There should be no lingering or persistent odor to the apartment.
18. All other appliances, e.g., dishwasher, trash compactor, etc., should be wiped down inside and out; grease and other material should be cleaned off of these items.
19. All nails and nail holes should be removed and patched. All other items on walls not present upon move-in should be removed.
20. All items left outside apartments will be thrown away. Remove trash from and clean outside patio and deck areas. This includes sweeping patios. Exterior lawn and landscaping shall be left presentable and grass should be mowed, if necessary and applicable.
21. Leave all provided appliances, window treatments, phone jacks, etc.
22. Leave all utilities in your name until the move-out inspection has been completed.
23. Provide forwarding address to Property Manager.

I/We, the undersigned resident(s) have read and understand the aforementioned cleaning protocols. Further, I/We understand that any and all repairs, repainting, trash removal, cleaning, unpaid rent or other monies due and/or any other expenses that are attributed to restoring this unit to its condition prior to my/our tenancy will be deducted from my/our Security Deposit and

the remainder, if any, along with a Security Deposit Disposition Letter sent to us at our last known address within 30 days of the move-out date.

I/We further understand that if no cleaning is required and no repairs to restore the unit to its condition prior to my/our tenancy are necessary and no unpaid rent or other monies are due, my/our security deposit will be returned to my/our last-known address along with a Security Deposit Disposition Letter. I/We understand that in this case, it will be mailed within 10 days of our move-out date.

I/We understand and will remember to deliver my/our unit in the same condition it was in prior to my/our tenancy. This will ensure I/we RECEIVE THE MOST MONEY POSSIBLE!

1) _____
Tenant Signature

_____/_____/_____
Date_

2) _____
Tenant Signature

_____/_____/_____
Date_

3) _____
Tenant Signature

_____/_____/_____
Date_

4) _____
Tenant Signature

_____/_____/_____
Date_

Property Manager Signature

_____/_____/_____
Date_