

The lease on your home expires on _____ and it is our understanding that you will be vacating your apartment. To qualify for a deposit refund use this as a guideline as well as following the other steps listed in your lease under section II, Security Deposit. Please remember to schedule a time to turn in your keys and provide us with a forwarding address.

MOVEOUT CLEANING CHECKLIST

LIVING ROOM/DINING ROOM:

- Clean ceiling fan blades and/or light fixture.
- Use broom or vacuum attachments around ceiling and in corners.
- Wash down walls and baseboards.
- Clean both sides of door and doorframe.
- Clean vertical blinds and/or mini blinds.
- Clean windows-including tracks and/or sliding doors and tracks.
- Vacuum carpet. (Use crevice tool around baseboards.)

BEDROOM (S):

- Clean light fixture and/or ceiling fan blades.
- Use broom or vacuum attachments around ceiling and in corners.
- Wash down walls, baseboards, doors, closet shelves, and windowsills.
- Clean miniblinds.
- Wash windows and tracks.
- Vacuum carpet. (Use crevice tool around baseboards.)

BATHROOM:

- Wipe out medicine cabinet and under the sink.
- Clean bathtub including walls, faucets, showerhead, and front of tub.
- Clean toilet including base, tank, and bowl.
- Clean sink, faucets, and countertop.
- Wash mirrors.
- Sweep and mop floor.

KITCHEN:

- Clean out all cabinets and drawers. **Remove any contact paper.** Wash down inside and outside of cabinet doors.
- Clean oven, stovetop, burner pans. (Replace pans if necessary.)
- Clean inside, outside, and top of fridge. Also clean crisper drawer(s) and under drawer(s).
- Clean light fixtures and or ceiling fan blades.
- Wash down walls and baseboards.
- Wash countertops.
- Clean sink.
- Sweep and mop kitchen floor.

The attached page is a price list, which has been established to cover the cost of repairs, replacements, and necessary cleaning at the time of your move out.

Property Name: _____