

**This is only a guide and does not guarantee a full return of deposit**

The following cleaning list is to be used as a guide for cleaning your unit when you vacate. As each unit is different, there are items that might apply, but are omitted from this list, or items that might not apply to your unit or house. It is our desire to refund your deposit. If you, as the resident, will follow this cleaning outline, we will be able to do so.

**As you go through the unit or house, you should utilize this list and check off each item as you accomplish it.**

### A. LIVING ROOM

- 1. Remove all nails, tacks and anchors **Do not attempt to patch holes**
- 2. Wipe down all window ledges and blinds with warm soapy water (Metal or plastic blinds only)
- 3. Clean baseboards and corners. Remove all dust and cobwebs
- 4. Clean floors and vacuum carpet **unless noted in your lease, you are responsible for having carpets cleaned**
- 5. Wash off shelves in closets, remove all hangers and shelf linings
- 6. Clean light fixture coverings, around light switches and outlet coverings
- 7. Wipe down all door frames
- 8. Clean out fireplace (if applicable)
- 9. Wash windows (should be free from streaks)

### B. BEDROOM(S)

- 1. Remove all nails, tacks and anchors **Do not attempt to patch holes**
- 2. Clean baseboards and corners. Remove dust and cobwebs
- 3. Wipe down all window ledges and blinds with warm soapy water (Metal or plastic blinds only)
- 4. Clean floor and vacuum carpet **unless noted in your lease, you are responsible for having carpets cleaned**
- 5. Wash shelves in closet, remove hangers and shelf linings
- 6. Wipe down door frames
- 7. Clean light fixture coverings, around light switches and outlet coverings
- 8. Wash windows (should be free from streaks)

### C. BATHROOM(S)

- 1. Clean all light fixture coverings, around light switches and outlet coverings
- 2. Clean medicine cabinet, mirrors and under sink cabinet
- 3. Wash floors
- 4. Thoroughly clean toilet, sink, tub and shower (Inside/outside and around)
- 5. Clean all wall tile with a mold and mildew cleaning solution
- 6. Clean soap dishes, handles, racks, spouts and walls should be free of dirt and stains
- 7. Wash window (should be free from streaks)
- 8. Wipe down door frames
- 9. Clean baseboards and corners. Remove dust and cobwebs

### D. KITCHEN

- 1. Clean oven, oven walls, grills, broiler pan and drip pans (Use Oven Cleaner)
- 2. Clean vent-hood (Run filter through dishwasher)
- 3. Wipe all cabinets inside and out, remove linings.
- 4. Wipe out all drawers, remove linings
- 5. Clean refrigerator/freezer : Crisper drawer inside and under, doors (inside rubber linings) walls, shelves, top, sides and behind (If able to move without damaging floor)
- 6. Clean sink, countertops and underneath sink cabinets
- 7. Clean light fixture coverings, around light switches and outlet coverings
- 8. Wash floors
- 9. Wipe down walls with slightly damp clean cloth

### E. LAUNDRY ROOM

- 1. Wipe all cabinets inside and out, remove linings, wash shelves
- 2. Remove all soap residue
- 3. Clean dryer vents, top of dryer and behind
- 4. Clean out washer, underneath lid, top and behind
- 5. Wash windows (should be free of streaks)
- 6. Clean light fixture coverings, around light switches and outlet coverings
- 7. Wipe down all window ledges and blinds with warm soapy water (Metal or plastic blinds only)
- 8. Wipe down all door frames
- 9. Wash floors
- 10. Wipe down walls with slightly damp clean cloth

### F. EXTERIOR (PORCH, PATIO, DECK)

- 1. Remove trash, place where garbage company will pick up or remove items from property yourself
- 2. Sweep applicable areas (Porch, patio, deck)
- 3. Remove all cigarette butts

### G. GARAGE AND DRIVEWAY

- 1. Remove all trash, place where garbage company will pick up, or remove items from property yourself
- 2. Sweep out garage, leaving only those items that came with the property
- 3. Remove debris from driveway, sweep if weather permits

**\* Make sure that you replace any light bulbs that are burnt out**

**\* Return keys to office on or before last day of the month you are vacating**

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