

New Tenant: _____ Property: _____

CLEANING DONE BY _____ DATE(S): _____

Cleaning person shall note all items satisfactorily done by prior tenant with a check mark and all items that she/he does as part of cleaning underlining these items. This cleaning checklist must be returned to property manager before any billing can be paid.

New tenant shall review the list below at move-in and at move-out.

1. All hard surface vinyl floors must be thoroughly scrubbed and stripped of wax, if they have been waxed. Except for "no wax" vinyls, vinyl floor should have a coat of floor wax such as Mop and Glow or other similar product applied. Floors should not be sticky when dry. Do not apply any finish to wood or painted floors.

2. Wash windows inside and out, including screens. If screens or storm windows do not lift out or go back in easily for cleaning, leave them alone since damage is costly. Clean window tracks and casings. Open windows to complete cleaning. Black mold, if any, on metal windows must be removed by Clorox treatment. Tracks should not contain dead bugs or other debris.
Window Notes: _____

3. All carpets are professionally cleaned prior to occupancy and will be professionally cleaned on move out. All carpets, including stairs and all room edges, should be thoroughly vacuumed.

4. Wash all woodwork including cafe and louvered doors and all baseboard and door moldings. Carefully test any cleaner that is used on wood or painted finishes to see that it does not damage the finish.

5. Wash all doors, inside and out. Include basement and exterior doors.

6. Clean interior drapery hardware including rods and pulls. Any management supplied blinds, drapes or curtains that have been stored by tenant shall be rehung. All drapery hooks shall be in place. If drapes were left by management in a closet for possible tenant use, these should be left as found or left hung if they were used. (Drapes/blinds should not be disposed of; similarly, no rods or drape hardware shall be removed.)

7. Clean interior of all closets, including shelves, rods, floors, & doors.

8. Wash any walls that are soiled as well as all switch plates and receptacle covers. If your wall cleaning damages the finish, stop and use a non damaging product. Do not put containers of hot water on wood floors.

9. All light fixture covers must be washed. No bulbs larger than 60 watts are to be used in any light having a globe or cover. Specialized lighting such as outdoor fixtures, kitchen spotlights, or heat lamps in bathrooms must have the right type of bulb. Every light fixture socket must have a working, appropriate type, and correct wattage bulb at move in and move out. This includes the garage and all outside fixtures. Tenants will be charged for missing, burned out, and incorrect wattage bulbs and inappropriate type bulbs at \$1.00 per bulb (more for specialized bulbs.)

10. Clean out basement, sweep floor, wipe down any counters or cupboards and remove cobwebs. Remove any trash from the basement and yard. Sweep driveway, walks and patios/decks. Remove weeds from edges and cracks in these areas. Wash exterior walls if necessary, especially check for animal or child prints and/or mud. Green mold should be removed with a clorox/water solution.

11. Lawns should be mowed and flower and raised beds weeded. Trim tall grass away from fences and buildings. Storage areas should be raked and tidy. Remove scrap lumber and any piles of brush.

12. Clean all kitchen and bathroom counter tops and backsplashes. Wash sink and faucets. Thoroughly clean interior and exterior of cabinets and drawers including any shelving and cutting board. Clean inside and out of the dishwasher and refrigerator. Thoroughly clean the range, drip pans, under the drip pans, burner rings, and oven (including top, sides and back walls), & oven racks. Clean range hood and filter. After you are done, test for stickiness; there should be none on any of the cabinet fronts/shelves, or on appliances and range hoods. In houses with garbage disposals there should be a round cover for the garbage disposal opening. Each kitchen sink and any utility tubs or sinks without builtin stoppers should have a strainer.

13. COBWEBS - Remove from interior and all porch and basement areas to the height of finished ceilings. Don't miss outdoor light fixtures.

14. BATHROOM - Clean all fixtures (be sure to include pipes under sink and toilet). Clean walls behind and beside the toilet(s). Clean interior and exterior of the medicine cabinet. Scrub toilet, tub, and shower stall. Wash towel racks, tissue holder, shower rod or doors, fan covers and mirrors. There should be no mold on walls or ceilings or in tub caulk/grout. FAN USE IS EXTREMELY IMPORTANT or open window for ventilation. ALL SHOWER CURTAINS SHOULD FALL WITHIN TUB AREA. If shower curtains were supplied with unit, they should be laundered and rehung. All supplied curtain rings should in place. All sinks and the tub/shower should have drain stoppers as needed and drain strainers (to keep hair from clogging drain lines). Some drain cleaners are extremely harmful to pipes. Please consult with rental office before using any chemical drain cleaner since damage caused to pipes by unapproved use of chemical cleaners will be tenant responsibility.

15. BEDROOMS - Wash closet doors and shelving. No stickers should be on walls, doors or closets.

16. All baseboard heaters shall be vacuumed out at the bottom and shall have no dust or foreign objects on top of or under the heating fins. In houses with furnaces, furnace filters should be clean and in place.

17. All smoke detectors shall be in working order with covers in place and shall contain an appropriate working battery. (A few newer units have direct wired smoke detectors that have no batteries or only a back up battery).

18. In the spring, summer, or fall, no exterior vents should be blocked around the foundation. No vents should have damaged or missing screening. ANIMALS SHALL NOT HAVE ACCESS TO THE UNDERNEATH AREAS OF HOUSE OR OUTBUILDINGS.

19. Notes regarding interior paint:
new paint:

20. Notes regarding nail holes, nails, and/or wall damage, including damaged wallpaper:

Notes:

By signing below I/We acknowledge that we have received 2 copies of this cleaning checklist of what was done in cleaning prior to move-in and needs to be done at move-out. If one copy of this list with any additional tenant notes is not received in the office within 1 week of the date that rent starts, the management's file checklist shall be the sole basis of accounting at move-out.

This unit has _____ working smoke detector(s) which tenants have tested at move-in and understand how to test at least monthly. Tenants have received written instructions regarding the testing of smoke detector(s).

Tenant signature

Tenant signature

AT MOVE OUT, CALL THE RENTAL OFFICE WITH A FORWARDING ADDRESS AND TO MAKE KEY RETURN ARRANGEMENTS. RENT WILL CONTINUE TO ACCRUE UNTIL WE ARE NOTIFIED THAT THE UNIT IS VACANT AND CLEAN AND KEYS HAVE BEEN RETURNED. (UNITS THAT ARE LEFT DIRTY AND IN NEED OF TENANT CAUSED REPAIRS WILL CONTINUE TO ACCRUE RENT UNTIL THEY CAN BE MADE READY TO RENT). INSPECTIONS ARE MADE AFTER KEYS ARE RETURNED AND ARE NOT SCHEDULED WITH TENANTS.

REFUNDS ARE CALCULATED AFTER BILLINGS FOR TENANT DAMAGES AND/OR CLEANING ARE RECEIVED. REFUNDS ARE MADE AS QUICKLY AS POSSIBLE. IN ACCORDANCE WITH STATE LAW, REFUNDS ARE MAILED TO LAST KNOWN ADDRESS (OR PROVIDED FORWARDING ADDRESS) WITHIN 30 DAYS OF VACATE. CALLS RE QUICKER REFUNDS ARE NOT HELPFUL.

ADDITIONAL MANAGEMENT, CLEANING PERSON, OR TENANT NOTES REGARDING CLEANING DEFICIENCIES OR NEEDED REPAIRS OR IMPORTANT DETAILS ABOUT THIS HOUSE: