

MOVE-OUT INSTRUCTIONS

This checklist provides guidelines to clean the property prior to your move-out date. **Following these helpful tips does not guarantee you will receive your full security deposit back.**

Any portion of your security deposit to be returned will be forwarded to your new address no more than 31 days after your move-out date. Please be sure to provide us with your new address so that any monies to be returned can be received promptly.

RESIDENT VACATING CLEANING CHECKLIST

Please remember a certain amount of cleaning is expected when you move out. Cleaning is very time-consuming and is the most frequently underestimated move-out item. Some items listed may not apply to your property.

Move-out cleaning by a professional cleaner: **Tenant Recurring Charges** per hour.

Average time spent based on square footage by a professional cleaner (final cost based upon actual condition):

- 1000 square feet or less = 3-5 hours
- 1001-2000 square feet = 6-8 hours
- 2000 square feet or more = 8-12 hours

WOULD YOU PREFER SOMEONE ELSE DO THE CLEANING FOR YOU? Please let us know, and we'd be happy to refer you to a cleaning company.

ALL ROOMS

- If you made any alterations to the property, including painting, you must return it to its original condition unless otherwise agreed to in writing.
- Dust or vacuum ceilings gently to remove cobwebs/dust.
- Clean ceiling fans/light fixtures, outlets/switch plates and exhaust fans and covers.
- Clean around doorknobs and faceplates.
- Replace missing or burned out light bulbs with matching bulbs. If you used compact fluorescent bulbs, replace with standard bulbs.
- Clean all doors, trim, baseboards and woodwork.
- Clean all window sills and window tracks (including slider door tracks).
- Clean inside all closets, including shelves and rods.
- Clean cabinets and drawers, inside and out.
- Clean stair rails and ledges.
- Lightly wash walls as necessary to remove smudges and stains. Magic Eraser may remove black marks from walls. Small nail holes should be left "as is." **Do not fill holes caused by picture hangers or molly bolts or apply touch-up paint without approval.**
- Clean blinds to remove dust and debris.

- Clean interior windows and screens up to 8 ft.
- All window treatments, curtain rods, shades and blinds must be cleaned and left in good working order.
- Vacuum/clean all heat vents, returns and air registers.
- Clean out and sweep fireplace and clean fireplace screen and glass.
- Sweep and mop floors.
- All smoke detectors and carbon monoxide detectors must be in working order with appropriate batteries, as required.

KITCHEN

Please only use appropriate products on granite, marble, stainless steel, cork and wood surfaces. Use non-abrasive cleaning products only.

- Complete “All Rooms” checklist.
- Clean/wipe stove and oven including control panel, knobs, racks, door and broiler. Odors caused by improper use of self-cleaning function will be remediated at your expense.
- Clean hood vent, under hood vent and filter/screen, which may be washed in the dishwasher.
- Replace burner drip pans, if needed.
- Clean/wipe all cabinets, drawers, shelves, counters, backsplash and breadboards, inside and out.
- Clean/wipe refrigerator and freezer, inside and out, including underneath and the grillwork. Replace filter as needed.
- Leave refrigerator on. Do not disconnect it or turn it off.
- Clean/wipe microwave, inside and out.
- Clean/wipe dishwasher, inside and out, including the door edges.
- Clean/wipe sink and faucet.
- Garbage disposal should be clear and running smoothly.
- Clean/wipe blinds to remove stains, food and grease

LIVING ROOM/DINING ROOM/FAMILY ROOM/BEDROOMS

- Complete “All Rooms” checklist.

BATHROOMS

- Complete “All Rooms” checklist.
- Clean toilets, inside and out. Clean walls and baseboards behind the toilet.
- Polish mirrors.
- Clean/wipe counters.
- Clean/wipe cabinets, vanities and drawers, inside and out.
- Clean tub and shower, ensuring all soap scum is removed.
- Clean caulk/grout.
- Clean walls, ceiling and door to remove spots and residue.
- Clean exhaust fan cover.

UTILITY/LAUNDRY ROOM

- Complete “All Rooms” checklist.
- Clean washer outside, control panel, agitator and around the lid.
- Clean dryer outside, control panel and lint trap.
- Wipe down/dust water heater and furnace.
- Clean counters, utility sink and shelves.
- Change furnace filters as necessary. Hydrostatic furnace filters should be cleaned every 3 months.

GARAGE/BASEMENT/SHED

- Sweep floor and remove new oil stains from garage and driveway.
- Wipe down/dust water heater and furnace.
- Empty and clean garbage cans, recycle bins, and yard debris bins, and leave them in the garage.
- Change furnace filters as necessary. Hydrostatic furnace filters should be cleaned every 3 months.
- Clean interior windows up to 8 ft.

GROUNDS/LANDSCAPING

- Remove all personal items.
- Remove/dispose of any animal waste.
- Sweep patios, decks, driveways and walks.

If you are responsible for yard care:

- Mow and edge lawn if necessary.
- Weed.
- Rake leaves if necessary.
- Water yard if necessary.

TRASH & DEBRIS

- You must take all your trash with you. Don't leave trash cans full. Don't leave trash cans at the curb. If you do, a hauling company will be sent to remove it and you will be charged for the clean-up. There is a minimum \$75 hauling charge for any items left behind.

POTENTIAL CHARGES

The Base Charges list attached to this email shows potential charges that could be deducted from your security deposit if the home is left in a condition that exceeds normal wear and tear.

PLEASE NOTE: These are **minimum charges** only and are subject to change at any time without notice. If you have any questions, please call A&G Rental Management at 503-241-0676 or email us at leasing@agrentalmanagement.com or manage@agrentalmanagement.com.