



## APARTMENT CHECK OUT LIST

1. Clean windows inside and out including the track area and screens. To accomplish this you need to take the windows apart. (*Move each window to the middle and push up then pull the bottom out.*)
  2. Do NOT repair any walls, nail holes, or do any touch up painting. *Management will take care of this.*
  3. All apartments will have their carpets professionally cleaned. This will be taken care of by your apartment manager. The cost of carpet cleaning will come out of your deposit.
  4. Vacuum out drawers and wash inside and outside of all cabinets.
  5. Clean refrigerator inside and out including the grill on front. Also pull out the fridge and clean underneath.
  6. Clean stove thoroughly under burner top and drip pans. If drip pans are beyond redemption you may purchase new ones. Pull bottom drawer out and clean underneath the stove. (*If using self-clean ovens make sure to wipe them out after cleaning*)
  7. Clean inside and out of dishwasher.
  8. Clean sinks & tub/ shower units with a liquid non-abrasive cleaner/disinfectant. *Liquid comet bathroom cleaner or Kaboom works best.* You may need to use scrub brush.
  9. All toilets must be cleaned inside and out.
  10. All vinyl floors must be cleaned. Use a scrub brush and comet. Tile floors can be cleaned with regular floor cleaner.
  11. Wash all light fixtures removing any dust and bugs in all rooms and bathrooms. (*Replace burnt out bulbs.*)
  12. Clean off closet shelves.
  13. Clean counter tops & sinks with liquid cleaner or soft scrub.
  14. Clean ceiling fans.
  15. The person who does the cleaning charges \$35.00 an hour. It is worth it for you to make sure that the apartment is THOROUGHLY cleaned. The hours spent cleaning your apartment will be deducted from your deposit.
  16. We appreciate you leaving the apartment just as you found it when you moved in. (Clean and in good repair)
  17. All apartment keys/ mail keys and parking permits must be left on kitchen counter. You will be charged \$10 for missing keys/ \$100 for garage openers.
  18. All tenants must be out of their apartment by the time written on their lease. Carpet cleaning will begin at that time
  19. If you have a garage you need to sweep it out and remove all your items. Please write down your garage #                     . Pin #                     .
  20. Your deposit will be returned by payment of one check only. Leave a self- addressed envelope for deposit return on kitchen counter along with your keys. Please call your manager to let them know you are moved out. Expect your deposit around four weeks after you move out.
- If you have any cleaning questions you may call Tracy at 231-7518.*