

# MOVE-OUT CLEANING INSTRUCTIONS AND MINIMUM CHARGE LIST

If the Tenant has occupied the apartment longer than twelve months, painting and general carpet cleaning, within normal wear and tear condition, is included at no charge. If Tenant has occupied the apartment for less than twelve months, any painting and carpet cleaning charges will be prorated by the amount of months Tenant lived in the apartment, as permissible by law. There will be charges for carpet stains or tears, plaster damage, and any other damage beyond normal wear and tear. To avoid wall damage, do not use adhesives. Hang pictures with a finish nail in a stud or with a special wall hanger and a predrilled hole. If you cannot do this yourself, ask for help! We want you to feel at home.

Listed below are items that will be reviewed for cleaning and/or replacement. Charges will be deducted from Tenant's security deposit refund or charged to Tenant if left unclean, missing, or damaged. Please note that items are not limited to only those listed below and may include other items depending on the extent of the cleaning and or damage. All charges to the Tenant shall be determined as required by the extent of the damage or loss and shall represent the fair and reasonable cost of repair and replacement.

Animal Owners: Policy is to clean and deodorize the carpet upon move-out regardless of whether the pet was authorized. Damage including pet odor, deodorizing or repairs to the carpet, pad, or sub-floor and other damage in the apartment (i.e., torn blinds, scratched doors, etc.) are not considered normal wear and tear. Charges for pet cleaning are not restricted or limited by any length of residence. Carpet cleaning may require a charge for equipment rental.

Trash Out: There will be a charge per trash bag of items removed and a charge per bulk item (i.e., an item that is too large and heavy to fit in a city trash bag). **Do not** discard bulk items by leaving them at the curb. The city waste contractor must be notified and a special pick up scheduled.

## General items to be cleaned throughout the apartment

- |  |   |
|--|---|
| <input type="checkbox"/> Baseboards        | <input type="checkbox"/> Switch and plug plates |
| <input type="checkbox"/> Ceiling fans      | <input type="checkbox"/> Vacuum carpet          |
| <input type="checkbox"/> Doors and handles | <input type="checkbox"/> Mini blinds            |
| <input type="checkbox"/> Light fixtures    | <input type="checkbox"/> Window sills           |
| <input type="checkbox"/> Mirrors           | <input type="checkbox"/> Windows (inside)       |
| <input type="checkbox"/> Floors            | <input type="checkbox"/> Woodwork and walls     |

## Kitchen Cleaning

- |  |  |
|--|--|
| <input type="checkbox"/> Burners                     | <input type="checkbox"/> Oven broiler                  |
| <input type="checkbox"/> Cabinets and drawers        | <input type="checkbox"/> Oven racks                    |
| <input type="checkbox"/> Defrost refrigerator        | <input type="checkbox"/> Refrigerator (inside and out) |
| <input type="checkbox"/> Dishwasher (inside and out) | <input type="checkbox"/> Sink and hardware             |
| <input type="checkbox"/> Exhaust hood                | <input type="checkbox"/> Stove                         |
| <input type="checkbox"/> Garbage disposal            |  |

## Bathroom Cleaning

- |  |  |
|--|--|
| <input type="checkbox"/> Cabinets and drawers (inside and out) | <input type="checkbox"/> Sink/tub/shower faucet hardware |
| <input type="checkbox"/> Mirrors                               | <input type="checkbox"/> Toilet (inside and out)         |
| <input type="checkbox"/> Tub/shower surround                   |  |

## Additional items for which you may be charged repair or replacement

- |   |  |
|---|--|
| <input type="checkbox"/> Anti-vibration washer/dryer pads       | <input type="checkbox"/> Steel braided hoses               |
| <input type="checkbox"/> Broiler pan                            | <input type="checkbox"/> Showerhead                        |
| <input type="checkbox"/> Cabinet door/drawer                    | <input type="checkbox"/> Carbon monoxide or smoke detector |
| <input type="checkbox"/> Carpet                                 | <input type="checkbox"/> Stove burner ring                 |
| <input type="checkbox"/> Door key                               | <input type="checkbox"/> Stove drip pan                    |
| <input type="checkbox"/> Entry door                             | <input type="checkbox"/> Electrical switch or plug plate   |
| <input type="checkbox"/> Interior door                          | <input type="checkbox"/> Thermostat                        |
| <input type="checkbox"/> Light bulbs                            | <input type="checkbox"/> Towel bar                         |
| <input type="checkbox"/> Light fixtures                         | <input type="checkbox"/> Toilet paper holder               |
| <input type="checkbox"/> Linoleum                               | <input type="checkbox"/> Walls                             |
| <input type="checkbox"/> Mini blinds                            | <input type="checkbox"/> Window                            |
| <input type="checkbox"/> Mirrors                                | <input type="checkbox"/> Window Screens                    |
| <input type="checkbox"/> Oven rack                              | <input type="checkbox"/> Refrigerator shelf/bin            |
| <input type="checkbox"/> Removal of unauthorized satellite dish | <input type="checkbox"/> Other professional services       |