



APARTMENT CLEANING & CHECK OUT REQUIREMENTS

- Kitchen:** Clean appliances thoroughly inside and out including back coils of fridge. Defrost freezer and remove all excess water. Clean floor, including underneath the appliances. Remove burner grates and lift top of stove to clean underneath. Wash down cabinets inside and out, clean sink, wash grease of walls, clean light fixtures.
- Bath:** Clean tub, tile, grout, sink, medicine cabinet/mirror, toilet inside and out to include toilet bowl and base, wipe floor baseboards, walls and ceiling. Clean floor thoroughly. Remove hair from drains.
- Closets:** Dust and wipe down all shelving, poles and baseboards. Vacuum floors.
- Windows:** Clean the inside of windows, window sills and all blinds.
- General:** Sweep and damp mop hardwood, vinyl and tile floors or vacuum carpeted floors well. Spot clean walls. Dust and wipe down all baseboards and radiators. Replace burnt out light bulbs, clean light fixtures. Dust and wipe down fan blades.
- Trash:** Remove all personal property and trash from the apartment. **PLEASE ONLY PLACE DAILY REFUSE IN GARBAGE BINS. UNWANTED PERSONAL PROPERTY MUST BE DISPOSED OF AT THE CITY SELF HELP CENTER, SUCH AS FURNITURE AND APPLIANCES (TV, COMPUTER, MICROWAVE, ETC).** Any items left behind in the apartment, common areas, front lawns or near dumpsters are subject to the high cost of an independent contractor to remove them, **\$75.00 per item.**
- Lockers:** Remove all personal property and sweep out.
- Inspect:** Call your building manager to set up a move out inspection. You must vacate the apartment and return keys no later than **(12) noon** on the last day of the month.
- Keys:** Turn in ALL KEYS during you move out inspection to the BUILDING MANAGER. If keys are not turned in, we will deduct \$75 from the security deposit for lock changes.
- Pets:** Make certain that you clean up after your pet(s). Thoroughly clean hair from hiding places (under all stand & baseboard radiators, behind refrigerator & on coils).
- Note:** Forwarding address must be submitted to the on-site manager on the Manager's report you will sign during the inspection to ensure proper mailing of the security deposit. If we do not receive the address, it will be mailed to your previous address.

Failure to complete these procedures will result in deductions from your security deposit.