

PROPER CLEANUP AND VACATING PROCEDURES

The property should be vacated in such a manner that the new tenant should be able to move straight in. Please clean the property completely or you will be charged for sending a cleaning crew to do this. “ **The minimum will be \$50.00**”

1. Defrost the refrigerator/freezer. Clean both the inside and out. Either unplug or turn off the Refrigerator, leaving the doors to both refrigerator and freezer open.
2. Clean the stove inside and out. It is usually easier to replace the burner pans than to clean them satisfactorily. Clean under the stove top and make sure that the exhaust filter is also clean.
3. Clean all kitchen cabinets and drawers. Wipe out the inside of all and clean the outside as needed.
4. Sweep, mop and/or vacuum all floors and carpets. If the carpets are excessively dirty or have spots or stains; have them professionally cleaned.
5. Please leave the bathrooms clean. Use Tilex as needed on the tub/shower walls. Clean all of the tubs/showers, toilets, sinks, medicine cabinets, floors and walls. Clean and wipe out any drawers and cabinets. Windex the mirror.
6. All baseboards and woodwork should be left clean.
7. Clean the inside of windows. All sills, trim and blinds should be left clean.
8. Remove all cobwebs and dust from corners and ceilings. Clean marks from the walls and leave picture nails in place for the next tenant.
9. Light fixtures should be clean and there should be working bulbs in all.
10. Replace the furnace-A/C filters with new ones before leaving.
11. Smoke detector- Make sure that battery and cover are in place.
12. If you have a fireplace, please don't forget to clean it out.
13. Remove ALL personal property and trash from the premises. Don't forget the crawlspace, attic, garage and yard. **DO NOT LEAVE UNWANTED LARGE ITEMS AND FURNITURE FOR TRASH PICKUP.** You can arrange with the sanitation department for pickup on some of these items if you pay them in advance.
14. If you are responsible for yard maintenance, please be sure to leave the yard mowed & trimmed.
15. Have all utilities turned off in your name 3 business days after your vacating date. (We must be able to inspect) Turn in all of your keys to our office with your forwarding address. (Do not leave keys in your apartment or house) **When keys are turned into our office, it is our signal from you that you are completely vacated and are ready for our inspection. Call with any questions.**