

COULTER PROPERTY MANAGEMENT
DBA FISHER-FISHER REALTY
891 Willow Drive, Chapel Hill, NC 27514 919-929-1188

Property Address _____ Date _____

Initial as done

- _____ Wipe down all surfaces (exterior of appliances, counters etc)
- _____ Clean cabinets/drawers inside and out (no crumbs please)
- _____ Remove all personal property including cleaning products
- _____ Clean inside of oven with oven cleaner- wipe all cleaner off
- _____ Clean out stove drawer, under stove top, stove hood, exhaust fan, clean fan filter or replace if needed and replace bulb if needed
- _____ Replace stove drip pans
- _____ Clean inside of refrigerator and replace bulb if needed
- _____ Pull all appliances (if not gas) away from wall and clean behind and under
- _____ Clean inside and out of dishwasher
- _____ Sweep and mop all floors

- _____ Clean all toilets, tubs, sinks, shower doors/tracks & mirrors
- _____ Clean all tile and grout with Tilex as needed
- _____ Clean and mop all floors/ baseboards, and light fixtures
- _____ Make sure everything is out of cabinets or drawers

- _____ Check all baseboards and woodwork and clean as needed
- _____ Clean and remove all cobwebs/dust from corners, walls and ceilings.
- _____ Clean marks from walls and baseboards (Mr. Clean sponge works well)
- _____ Wipe all residue after using sponge
- _____ Vacuum all carpeted areas
- _____ Make sure all trash is in the appropriate outside container
- _____ Clean cobwebs around entry doors (inside and out) and wash any glass doors
- _____ Wash inside windows, clean sills and trim
- _____ Wipe off/dust blinds as needed
- _____ Clean light fixture covers/globes and dust ceiling fan paddles as needed
- _____ Replace all burned out light bulbs
- _____ Replace all furnace/ac filters
- _____ Replace smoke alarm battery and have cover in place (let management know if smoke alarm or c/o detector is missing or broken)
- _____ Clean out fireplace is needed
- _____ Make sure all personal property is removed including coat hangers, shower curtains , drapes that you put up, etc.
- _____ Sweep off any decks, porches or sidewalks as needed
- _____ Make sure yard has been mowed and cleaned up
- _____ Turn in all keys to our office with your forwarding address