

Tenant Move-Out Instructions

Dear Tenant:

Before you move out, we would like to give you the instructions to help your move go smoothly. For gas and electricity utility, please do NOT terminate your utility accounts until the end of the lease (e.g., July 30). We will summarize it in two sections: cleaning and checkout.

1. Cleaning Checklist

1.1. *Kitchen*

Refrigerator

- Dump all food in the refrigerator
- Clean refrigerator exterior and interior including shelves and freezer

Around Sink

- Clean cupboard, under sink, and baseboard
- Scour sinks and remove all stains
- Clean countertop

Range

- Clean under burners, controls, rings, drip pans and stove top
- Wipe down front and sides of range.
- Exhaust fan must be clean and grease free
- Clean oven—be sure to have all traces of oven cleaner wiped free

Floor

- Clean floor—apply solvent to remove grease and mop it cleanly

Cabinets

- Exterior cabinets must be wiped down and grease free

Walls

- Wipe down all dirt, grease and finger marks

1.2. *Living Room*

- Carpet must be commercially cleaned—shampoo and vacuum
- Clean baseboard
- Clean finger marks on switches and walls
- Windows must be cleaned, inside and out; sills dusted and cleaned with damp cloth
- Window coverings dusted and clean
- Closet vacuumed and top shelf dusted

1.3. *Bedrooms*

- Carpet must be commercially cleaned—shampoo and vacuum
- Clean baseboard
- Clean finger marks on switches and walls
- Windows must be cleaned, inside and out; sills dusted and cleaned with damp cloth

- Window coverings dusted and clean
- Closet vacuumed and top shelf dusted

1.4. Bathroom

- Toilet bowl must be scoured and cleaned with a disinfectant.
- The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected
- Use old toothbrush to clean bolts and base of the toilet fixture
- Shower unit must be scoured to remove any marks
- Sides of the shower unit enclosure must be clean and free of any soap build-up (Spray foam bathroom cleaner works well)
- Sink base must be scoured and faucet polished
- Wipe down countertop surrounding sink and clean mirror
- All cabinets and drawers must be dusted and wiped clean
- The exterior of the cabinets should also be dusted and cleaned
- Clean floor—apply solvent to remove grease/dirt and mop it cleanly

1.5. Others

Patio

- Patio must be clean and sweep

Basement

- Clean floor—clean and sweep
- Remove your items out of the basement

Stairs

- Carpet must be commercially cleaned—shampoo and vacuum
- Handrail dusted and mop

2. Check-Out

Reasonable “wear and tear” of the house is always considered, depending upon length of occupancy. You are responsible for any damage done to the house including walls, doors, carpets, linoleum, appliances and windows coverings.

- Upon check-out, all light bulbs must be working.
- Return all the keys back to the manager

Check-out time is **9:00 am on July 30** and walk through time is from 9 to 10am. Please complete your moving by 9am. Please note that **there will be no delay for check-out time**. Delayed check-out time may incur charges.

Any damage or un-cleaned work will incur charges deducted from your security deposit. Please kindly provide your new address to us so we can mail the security deposit check back to you. The remaining security deposit will be mailed within 30 days after you move out.

Sincerely,

General Realty Management, Ltd