

MOVE-OUT CLEANING CHECKLIST AND INSTRUCTION SHEET

We would like to inform you of your right to a pre-move out inspection at your apartment In order to avoid having cleaning charges deducted from your security deposit for costs and damage, pursuant to:

Civil Code 1950.5 Section (b)(2) The repair of damages to the premises, exclusive of ordinary wear and tear, caused by the tenant or by a guest or licensee of the tenant, and

Civil Code 1950.5 Section (b) (3) The cleaning of the premises upon termination of the tenancy.

You will need to schedule this pre-moveout inspection no more than two (2) weeks prior to your departure date. Items that have to be cleaned or repaired by our staff or vendors will be charged at a minimum of \$25.00 per hour, so it will be a lot cheaper for you to return the apartment to us in clean, repaired and immediately rentable condition. We request you to do so.

The following is a checklist of items to be done before returning the apartment, and the average time involved in the cleaning of that item. Please note these are general averages for time involved with cleaning. Your Resident Manager may estimate a different time based on the condition. Please note that the Resident Manager's estimate is only an estimate, and the actual amount charged will most likely vary.

Please ensure that the items on the following checklist have been completed before the final inspection of your apartment by the Resident Manager. Thank you!!

KITCHEN

STOVE/OVEN (2.5 hrs)

- Under & behind the unit itself (the stove can easily be slid out of its current position)
- Burners & Surface, this includes the area below the burners. (On most electric models the burners can be removed by lifting the outer-most portion of the burner and gently pulling away from the center of the stove top, this will allow the stove top to be lifted off to facilitate cleaning underneath. The drip pans should be removed and cleaned or replaced. Recommended cleaning agent – Soft Scrub or similar solution. **(MAKE SURE THAT THE STOVE HAS BEEN UNPLUGGED PRIOR TO CLEANING AND THAT THE AREA IS COMPLETELY DRY BEFORE PLUGGING IT IN AGAIN!)**
- Oven & Broiler/Lower Storage Drawer (if so equipped), removing the oven rack(s) will aid in their cleaning and the cleaning of the oven. Recommended cleaning agent - Aerosol Oven Cleaner.
- Surface, this includes the front and sides of the unit. Recommended cleaning agent- 409 or similar solution, and Soft Scrub or equiv. if necessary.

REFRIGERATOR (1.5 hrs)

- Under & behind, also dust and remove all lint and pet hair from the evaporation coils located on the rear of the unit. (Should you have an under-counter model that you can not slide forward call you're Resident Manager and he will move it for you.)
- Surface, top, front, & sides. Recommended cleaning solution - 409 or equiv.
- Inside, the shelves and drawers are removable and should be removed during cleaning and to be cleaned. Recommended cleaning agent - 409 or equiv. The unit must also be defrosted prior to cleaning. Make certain to keep an eye on the melting ice, and empty the water catch often.

IMPORTANT NOTE: When you are finished, be sure to turn the refrigerator ON to its warmest setting or leave the door ajar and unplug electrical cord from wall. DO NOT KEEP THE DOOR CLOSED WITH THE UNIT 'OFF', THIS COULD RESULT IN ADDITIONAL CLEANING CHARGES.

COUNTERS & CABINETS (1.5hrs)

- Inside cabinets and drawers
- Outer surface and top of cabinets
- Counter surface and tiles
- Recommended cleaning agents - 409 or equiv., Soft Scrub or equiv. If necessary, and Pledge or equiv. for outer cabinet surfaces.

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FLOORING

KITCHEN/BATH (0.75hrs)

- Recommended cleaning agent - Pine Sol or equiv. Wax Linoleum flooring with future or equiv.
DO NOT APPLY WAX TO CERAMIC OR MARBLE TILE.

HARDWOOD (0.75hrs)

- Recommended cleaning agent – Murphy's oil soap (floor must be rinsed properly after cleaning so no film remains).

BATHROOM (3.5 hrs)

- Tub, Lavatory, and Toilet
- Flooring
- Medicine cabinet
- Polish plumbing fixtures and towel/toilet paper holder/etc.
- Mirrors

GENERAL

BLINDS (2.5 hrs)

- The easiest method of cleaning these is to remove them from the windows then hang them in the shower stall on wire coat hangers. Recommended cleaning agent - 409 or equiv.

WINDOWS (inside only) (1 hr)

- Dust and wash all window sills and moldings in each room including closet doors, closet, etc. (2.5 hrs)

LIGHT BULBS

- Replace any light bulbs that have burned out with the same watt and style bulb. **BULBS THAT ARE NOT REPLACED OR REPLACED INCORRECTLY WILL BE CHARGED AT \$5.00 - \$10.00 EACH.**

CARPET

- Vacuum and steam clean (if necessary) all carpeting. Remove any spots or stains. **STAINS THAT ARE NOT OR CANNOT BE REMOVED ARE CHARGED AT \$10.00 PER SQ. INCH. STEAM CLEANING CHARGES ARE \$50.00 TO \$75.00.**

PETS

- If you have an animal you must de-flea the apartment with a bug bomb upon vacating.
IF YOU DO NOT DE-FLEA THERE IS A CHARGE OF \$50.00.

PAINT

- Remove spots from walls
- Remove all tacks or nails from walls and repair holes with spackling compound (white). Get touch-up paint from Manager and paint spackled areas.
- **HOLES NOT REPAIRED (fill and touch up) WILL BE CHARGED AT \$10.00 EACH.**
- **IF THERE ARE VISIBLE TOUCH-UP SPOTS, OR MISMATCHED PAINT, YOU WILL BE CHARGED FOR FULL RE-PAINT OF UNIT.**
- Smell or smoke damage caused by smoking, incense, candles etc will be charged for full re-paint of unit.

IF YOU DO NOT SCHEDULE AN APPOINTMENT WITH YOUR RESIDENT MANAGER PRIOR TO MOVE-OUT, ALL ASSESSED CHARGES ARE FINAL!

**ALL KEYS MUST BE RETURNED TO THE RESIDENT MANAGER PRIOR TO LEAVING.
Keys not surrendered are deducted at \$25.00 each (\$50.00 each electronic key card).**

IT COSTS US A LOT TO MAKE UNITS READY FOR NEW TENANTS.

**PLEASE RETURN THE APARTMENT IN CLEAN AND GOOD CONDITION TO AVOID CHARGES.
YOU WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE APARTMENT. Thank you!**