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****BEFORE YOU START TO CLEAN YOUR UNIT CALL TO SCHEDULE PRE-INSPECTION WALK THROUGH AT
858-576-2176****

Move-Out Cleaning Checklist

In order for you to receive the maximum return of your security deposit when you move out, please follow the following guidelines for cleaning your unit. Please be advised that any cleaning that has not been completed will be contracted out and the cost will be deducted from your security deposit. Carpet cleaning must be done by a professional company. You may either have this done yourself or give us a copy of the receipt or we can have it done and deduct the cost from your security deposit. Please let us know if you wish for us to arrange carpet cleaning.

I. Appliances

- A. Please Do Not Unplug the Refrigerator
- B. All appliances are to be left clean and odor-free, inside and out.
- C. Clean underneath and behind appliances
- D. Wipe down smudges and fingerprints on exterior of appliances

1. Refrigerator
 - a) *Empty drip pan underneath refrigerator*
 - b) *Defrost and wipe clean inside*
 - c) *Clean racks and drawers*

2. Stove/Oven
 - a) *Clean under the stove burners*
 - b) *Replace drip pans if needed*
 - c) *Clean broiler pan*
 - d) *Clean hood fan*
 - e) *Clean inside of oven and racks*

3. Dishwasher
 - a) *Clean inside and racks*

4. Garbage disposal
 - a) *Remove all debris*

5. Microwave
 - a) *Clean inside and out*

II. Kitchen

- A. Clean out all items from cabinets, drawers, etc.
- B. Wipe down inside of cabinets, drawers, etc.
- C. Wash down any stains on countertops and/or sinks
- D. Remove all and any contact paper installed in cabinets, shelves or drawers
- E. Vacuum and remove all cobwebs
- F. Floors should be swept and mopped
- G. Clean light fixtures and/or fans.
- H. Clean walls

III. Bathrooms

- A. Clean all tile and grout
- B. Clean shower doors and tracks
- C. Remove any personal items including shower curtains
- D. Remove any install shelving or holders
- E. Clean sink, toilet and tub
- F. Clean and empty medicine cabinet and mirrors
- G. Sweep and mop floors

IV. Carpets

- A. Vacuum and professionally clean

V. Drapes, Blinds, Verticals, Windows & Screens

- A. Remove any drapes installed during your tenancy
- B. Clean all window blind vanes
- C. Clean inside of windows

VI. Patios

- A. Clean sweep and remove personal items and debris from patio

VII. Light fixtures/ Ceiling fans

- A. Clean, wipe down, free of dust
- B. Replace any light bulbs that are not working

VIII. Pets

- A. Unit is to be flea free.

IX. Other Important Items

- A. All keys must be turned into manager.
- B. Make sure Property Management Company has the correct forwarding address to mail your security deposit refund accounting.