

# MOVE-OUT CLEANING INSTRUCTIONS

ALL ITEMS MUST BE COMPLETED FOR RETURN OF SECURITY DEPOSIT  
THIS SHEET MUST BE LEFT ON KITCHEN COUNTER WITH KEYS AND  
FORWARDING ADDRESS

We are aware that moving sometimes creates a chaotic situation and you may forget to do some of the things required under your lease when moving out. For this reason, we submit this procedure form to assist you. We hope this list will help you prepare to vacate the unit. Please refer to the "Charges upon Termination" form that you signed. Check off the following items when completed.

- 1) Stove will be thoroughly cleaned by removal of all grease from the burners, including the area under the burners which can be accessed by lifting up the stove top; oven including the broiling pan area under the oven, as well as the two sides and the floor under the stove.
- 2) Stove vent hood and fan compartment will be thoroughly cleaned, if applicable. Occupants will remove and clean vent cover and walls of vent, but will not wash fan motor.
- 3) The refrigerator will be defrosted, cleaned and wiped dry. Do not use sharp objects to clear ice! Ice and vegetable trays should be returned to their place and refrigerator door left in open position. If it has wheels, pull out and clean floor.
- 4) Toilets, bath tubs, showers, cabinets and all fixtures will be thoroughly cleaned.
- 5) Picture hooks and hangers will be removed from the walls. All holes must be spackled and sanded.
- 6) Carpets will be steam-cleaned. Please leave receipt on the kitchen counter along with keys. Cigarette burns or other abuse of carpets will be subject to some loss of security deposit.
- 7) Kitchen cabinets will be cleaned and free from all grease, dirt and shelf-covering. Doors closed; drawers shut. (Thumb tacks removed).
- 8) Hardwood and tile floors will be cleaned and waxed, if applicable.
- 9) Walls and ceilings that are soiled by grease, dirt, smears, etc., must be washed down. Clean inside of windows; outside of windows, if accessible.
- 10) Remove all cobwebs with a broom from the corners of all rooms, including closets.
- 11) Clean all ceiling fans and mini-blinds, if applicable.
- 12) Use a damp cloth to wash off horizontal surfaces (window & door frames; baseboards along the floor).
- 13) Closets will be free of trash. Shelves and hanger rods will be cleaned.
- 14) Replace dead smoke alarm batteries. Clean light cover and replace old bulbs.
- 15) Storage rooms will be cleaned and all trash removed, if applicable.
- 16) Remove all wallpaper and/or borders including the adhesive, if applicable.
- 17) Garage, basement swept and refuse removed from premises, if applicable,
- 18) Air conditioner filters must be cleaned, if applicable.
- 19) **Do NOT have gas, electric or water turned off until notified by Skyline!**
- 20) Arrangements with trash hauler must be made in advance for removal of large discarded items. An extra charge will be issued by the trash hauler.
- 21) Leave all keys on kitchen counter. This is necessary for owner to return security deposit within 30 days.

## CHARGES UPON TERMINATION

If residence is not returned in the same condition as when rented, the following minimum charges will be deducted from the Security Deposit. The cost of labor and materials for cleaning, repairs, removals and replacements, where applicable, of rent loss due to necessary repair time, and numerous other charges based on actual damages will be deducted from the security deposit.

<u>CLEANING not done by you:</u>	<u>MINIMUM CHARGES</u>
Stove or oven	<u>\$75.00</u>
Refrigerator	<u>\$25.00</u>
Kitchen Sink	<u>\$15.00</u>
Cabinets	<u>\$12.50 each</u>
Countertops	<u>\$5.00</u>
Floor (Kitchen)	<u>\$40.00</u>
Toilet	<u>\$25.00</u>
Shower/Tub	<u>\$65.00</u>
Medicine Cabinet	<u>\$5.00</u>
Vanity	<u>\$5.00</u>
Floor (Bathroom)	<u>\$25.00</u>
Trash Removal (per room)	<u>\$25.00</u>
Windows	<u>\$20.00 per window</u>
Bedroom Floors (vacuum)	<u>\$15.00 each room</u>
Tile Cleaning	<u>\$25.00</u>
Carpet Cleaning	<u>\$100.00 per room, \$80 hallway/stairway</u>
Closets	<u>\$10.00 each</u>
Extensive Cleaning (any room)	<u>\$100.00 per room</u>
<b>DAMAGE:</b>	
Negligent Soiling or damage to walls	<u>\$150.00 per room to paint</u>
Removal or wall covering	<u>\$35.00 per hour</u>
Nail holes or other small holes	<u>\$2.50 each</u>
Larger holes (1/2" – 2")	<u>\$5.00 each</u>
Cigarette burns in carpeting	<u>\$95.00 each</u>
Rugs/pads requiring replacement	<u>\$25.00 per square yd/ft</u>
Light bulb replacements	<u>\$6.00 each</u>
Missing keys	<u>\$25.00</u>
Lock replacement	<u>\$150.00 each</u>
Lawn maintenance, trim shrubs, mow, weed	<u>\$200.00 minimum</u>
Missing screens	<u>\$50.00 each</u>
Broken windows	<u>\$100.00 minimum each</u>

Tenant agrees that subject to the conditions above, the deposit will be refunded in full within thirty (30) days after vacating premises. It is understood that the above minimum amounts are for minimal cleaning and damages. Repairs requiring extensive work or replacement will be repaired or replaced at the lower of two quotes. (Extensive damage may include, but is not limited to: drainage stoppage, plumbing fixtures, door replacements, broken mirrors, cabinets, fencing, light damaged countertops, floors, etc.) It is also understood that the security deposit may NOT be applied as rent, at any time, during the rental term.

Tenant: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_