

Move-Out Cleaning Checklist

This checklist is meant to inform you, the tenant, of what is required of you upon vacating your unit. We want to assist you in receiving your full deposit refund. You are expected to return your unit in the same condition as you received it, minus any normal wear and tear. Please refer to your move-in inspection sheet for any items noted upon move-in. We will review this carefully when completing your deposit statement and you will not be held responsible for items noted on this sheet that were not corrected. The sheet must have been signed by all tenants and by Heritage Property Management, and returned at the beginning of tenancy.

If you have any questions about this list please call our office. As each unit is different, your home may not contain some of the items listed below. Please disregard these. This list is not intended to be all-inclusive, as your home may include items not listed here. Other items could be added during your initial move-out inspection. Please be sure to schedule this within two weeks before your move-out date.

KITCHEN

Landlord Provided Refrigerator/Freezer:

- Wipe down top, outside, sides, underneath and behind (including coils if applicable).
- Clean the inside including sides, shelves and drawers.
- Wipe around the rubber seal of both refrigerator and freezer doors.

Range:

- Wipe down burners (including center).
- Clean or replace drip pans.
- Wipe down backsplash and remove and clean knobs.
- If the top of the stove can be lifted, lift up and wipe under range top.
- Wipe front and any visible sides of range.
- Wipe down oven door inside and out.
- Clean inside of oven (if you have a self-cleaning oven, do not use oven cleaner).
- Clean lower drawer/broiler oven/pan.

Range Hood:

- Wipe down tops, sides and front, removing dust and grease.
- Clean exhaust fan and filter.
- Wipe underneath stove hood and light cover.

General Kitchen:

- Wipe exterior of cabinets and drawers.
- Wipe interior of cabinets and drawers and pantry shelves.
- Clean the dishwasher outside and inside. Clean the inside by running a short wash cycle.
- Wipe down light switches, plates and outlet covers.
- Clean sink and faucets, removing mineral buildup.
- Clean counter tops, including grout if countertop is tile.
- Clear garbage disposal.
- Sweep and mop floor.

BATHROOMS

- Clean counter tops sinks and faucets.
- Clean light fixtures.
- Wipe down mirrors.
- Wipe out linen closet shelves.
- Wipe down exterior and interior of cabinets and drawers.
- Clean bathtub and shower including walls, shower doors and tracks, faucets and shower head.
- Clean toilet, removing any mineral buildup and cleaning bowl, tank, base, etc.
- Wipe toilet paper holders and towel bars.
- Wipe down light switches and plates.
- Sweep and mop floor.

BEDROOMS

- Wipe down closet shelves, rods and shelf supports.
- Dust all woodwork.
- Wipe light switches, plates and outlet covers.
- Clean light fixtures.

LIVING ROOM/FAMILY ROOM

- Wipe down closet shelves, rods and shelf supports.
- Remove ashes from fireplace and broom sweep; dust mantle.
- Wipe down built-in shelves.
- Clean light fixtures, including ceiling fans.

LAUNDRY ROOM

- Clean exterior and interior of cabinets.
- Ensure the washing machine water spigots are turned to "off".
- Sweep and mop floor.

GENERAL CLEANING

- Carpets** - All carpets must be professionally cleaned. We can recommend a professional cleaner or you can hire one. A receipt must be presented upon move-out. If your rent is current and you owe no other money, you may also choose to have us use our professional cleaner and deduct the cost from your deposit.
- Trash/debris/furniture** – Remove all trash and personal items from the property completely. If you are filling the garbage containers, please place properly for garbage pickup. Do not place garbage in the green can; this is for compostable items only.
- Window-blinds** – Clean all blinds. Usually dusting is adequate, but if there are stains/smudges/grease please wash the blinds.
- Paint** – you do not need to fill any reasonably sized nail holes. Please remove all nails and hangars from walls.
- Windows** – Clean all window glass, tracks and window sills. This includes sliding glass door tracks.
- Light Fixtures** – All fixtures must be cleaned, including ceiling fans, and have working bulbs.
- Garage** – must be completely emptied of personal belongings and broom swept clean.

- ❑ **Walls/Doors/Door Frames/Light Switches** – Wash all surfaces to remove marks, smudges, adhesives/tapes, crayon, grease, etc.
- ❑ **Closets** – Dust rods, shelves and drawers.
- ❑ **Tile/Vinyl Floors** – Sweep and mop.
- ❑ **Landscaping** – Lawns must be recently mowed & watered. Any bushes that are a tenant's responsibility should be neatly trimmed. All personal items, including trash, must be removed.
- ❑ **Exterior of Unit** – including balconies, yards, porches, etc. Must be free of all personal items and broom swept, remove cobwebs.
- ❑ **Stair Banisters and Railings** – remove dust, grime, prints, etc.
- ❑ **Heating and Air Filters** – Replace filter in return vent for homes with central heating and air. If you have window or wall units, clean reusable filters or replace non-reusable ones.
- ❑ **Smoke Damage** – Be aware that if you have smoked in your unit and the smell and/or nicotine residue remains behind, you will be held liable for the cost of removing the smell/residue including, but not limited to: painting, replacing carpets, replacing window coverings and cleaning.