

MOVE-OUT CLEANING CHECKLIST & INSTRUCTION SHEET

Pre-move-out inspection: We would like to inform you of your right to be present at a pre-move out inspection to be conducted at your apartment pursuant to Civil Code 1950.5 Section (b)(2) & (3). The statute entitles the Landlord to withhold such amounts of your security deposit as are necessary to make repairs to damages to the premises, caused by the tenant or by a guest or licensee of the tenant; in addition, we will withhold funds for cleaning of the premises necessary to return the unit to the same level of cleanliness it was in at the inception of the tenancy.

You will need to schedule the pre-moveout inspection no more than two (2) weeks prior to your departure date. Please be advised that if you don't schedule the inspection with your Resident Manager within the time period prescribed, we will consider you to have waived your right to be present for the pre-inspection move-out.

Final Inspection: Please ensure that the items on the following checklist have been completed before the final inspection of your apartment by the Resident Manager. Items that have to be cleaned or repaired by our staff will be charged at a minimum rate of \$35.00 to \$50.00 per hour, depending on the work to be done. Since it will cost us more to repair and clean your apartment than it would cost you, and we will have to charge you for it, we recommend that you return the apartment in rent-ready condition upon departure. The following is a checklist of items to be done, and the average time involved in the cleaning of that item.

If you would like to minimize your security deposit holdback, please do all the make-ready work yourself, and remove all your belongings so the apartment is in show-ready condition. Spackle and prepare all holes or damage to the walls, then paint, clean the apartment thoroughly, clean and varathane hardwood floors if there has been damage or scuffing, completely remove all belongings. We would prefer to have an apartment in show-ready condition so we do not have to withhold any part of your security deposit. Please note that if you leave furniture or belongings in the apartment or common areas, we will have to charge for hauling.

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 - Comet 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 Comet or equiv. if necessary.

REFRIGERATOR (1.5 hrs)

- Under & behind, also dust and remove lint from the evaporation coils located on the rear of the unit. (Should you have an under-counter model that you cannot 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. They should be removed during cleaning and must 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. DO NOT KEEP THE DOOR CLOSED WITH THE UNIT 'OFF', THIS COULD RESULT IN ADDITIONAL CLEANING CHARGES.

COUNTERS & CABINETS (1.5 hrs)

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

FLOORING (1-2 hrs)

- Recommended cleaning agent - Pinesol or equiv. Wax Linoleum flooring with future or equiv. ***“Varathane Diamond Floor Finish” or ZAR are recommended brands for coating scuffed hardwood floors. DO NOT APPLY WAX TO WOODEN FLOORS.***

BATHROOM (3.5 hrs)

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

GENERAL

- Blinds, 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. (2.5 hrs)
- Windows (inside only) (1 hr)
- Remove spots from walls.
- Remove all tacks or nails from walls and repair holes with spackling compound (white). Get touch-up paint and paint spackled areas.
- ***HOLES NOT REPAIRED (fill and touch-up) WILL BE CHARGED AT \$20EACH.***
- ***IF THERE ARE VISIBLE TOUCH-UP SPOTS, YOU WILL BE CHARGED FOR RE-PAINT***
- Dust and wash all window sills and moldings in each room including closet doors, closet, etc. (2.5 hrs)
- 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 \$10 EACH. OK to leave correct new bulbs in apartment for us to install in high ceiling fixtures.***
- Carpet: Vacuum and steam clean (if necessary) all carpeting. Remove any spots or stains. ***STAINS THAT ARE NOT OR CAN NOT BE REMOVED ARE CHARGED AT \$10.00 PER SQ. INCH. STEAM CLEANING CHARGES ARE \$75 TO \$175.00.***
- 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 MINIMUM CHARGE OF \$50.00.***

IF YOU DO NOT SCHEDULE AND CONDUCT A FINAL MOVEOUT INSPECTION 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).

Thank you! We hope you have had a positive experience with sfrent, and appreciate your referrals!