



Real Estate Sales & Professional Property Management

CLEANING CHECK LIST

This is a checklist you can use as a guide for cleaning your home when vacating. . It contains most of the items often missed by others. If you need assistance with any of these items, we have professionals that we can refer to you. Please help us be able to return your full security deposit by paying attention to details. Thank you

EXTERIOR:

- Lawn mowed
- Small bushes trimmed
- Sidewalks/driveway/entry swept of debris and cobwebs
- flower beds weeded
- Removal of yard debris, check yard of items that are in yard (soda caps, small items)
- Gently remove screens wash and replace

GARAGE:

- Sweep floor
- Remove cobwebs
- Do not leave cleaning or yard supplies
- Remove any grease on concrete floor, if you auto has dripped oil (coke and cat little work but might need something stronger if car has leaked)

INTERIOR:

General:

- Professionally clean all carpets (receipt required)
- Wash/polish all other floors/baseboards
- Professionally clean all blinds (receipt required)
- Windows, window tracks and sills
- Wash all curtains, dry, iron, and hang
- Wash all light fixtures in warm sudsy water, rinse and replace
- Replace burned out light bulbs
- Remove all hooks, molly bolts and nails from the all walls/ceilings and have them professionally filled in...if done professionally there will be a charge to correct.
- Remove all cobwebs – look behind doors and window coverings
- Wash all finger prints and dirt marks off the walls and doors/jams/knobs
- Clean all mirrors
- Wash all windows inside and out
- Remove all self/drawer paper and wipe off shelving/drawers
- Remove all trash
- Clean or replace furnace/air conditioning filters

BATHROOMS:

- Clean all sinks, counter tops, tubs, showers and toilets
- Pay particular attention to the grout.
- Remove soap scum, calcium deposits, mold and mildew (Mr. Clean Erase Pads work wonders)
- Clean medicine cabinet inside and out
- Clean both the shower doors and the track
- Clean all draws, bottom, sides and trim.
- Remove discoloration from all walls, ceilings, tile and caulking

___ Clean floor of dust, spots, hair

KITCHEN:

___ Clean oven inside and out, stove/top/pans, knobs, under burners and under and inside bottom draw. Do not use steel wool on enamel or harsh chemicals as they discolor stainless.

___ Replace pans under burners if cannot able to be cleaned

___ If stove has grease trap, remove and clean

___ Clean hood above and below, including filter, do not leave grease on filter or around lights

___ Clean countertops, cabinet tops and fronts should be polished, check for sticky area where door is opened

___ Clean sink, faucet, dishwasher overflow, inside garbage disposal

___ Refrigerator, inside and out. Pull out and clean back and underneath. Clean walls behind. Do not disconnect or turn them off. Leave refrigerator turned on.

___ Clean cabinets inside and out: remove all items and make sure all crumbs are out of drawers and are wiped out.

___ Clean dishwasher, door edges including racks and soap dispenser

___ Trash compactors; clean inside and out

___ Be sure any ice-maker water connection is capped off if removing your refrigerator. Your will be billed if damage occurs due to water leaking

___ Clean washer inside rim and all visible area under lid plus outside, dryer inside and outside rim; clean out lint filter

___ Clean cabinets, drawers in laundry room, remove dust, dirt and debris. Wipe any liquid detergent off shelves.

DO NOT FLUSH WIPES DOWN THE TOILET

BE SURE TO REMOVE ALL PERSONAL ITEMS. Do not leave anything anywhere. You may think this will be helpful for the next tenant but they may not want to use it. It will be hauled away and you will be charged for removal. The cost of hauling away items left behind will not be inexpensive.

Estey Real Estate and Property Management will not be responsible for placing full garbage cans out for pick up. All cans or items not taken by the garbage company will be hauled to the dump at a MIMIMUM \$200.00 and INCREASE depending on the quantity and type of items left. (TOXICS, lumber, rocks, waste, swing sets, refrigerators)

Estey Real Estate and Property Management is not a cleaning company; if any items are to be cleaned, a cleaning company is called. Again, this is a MIMIMUM of \$250.00 AND WILL INCREASE, depending on what needs to be done, even if all they do is clean the oven. Cleaning companies charge a minimum of one hour plus travel time. Double check to make sure this doesn't happen to you. Use this list, call if you have questions.

If there are any damages to the property, you can call Estey and we will send a preferred vendor to give you a bid on the cost to repair. You can then make a decision whether to have Estey or another contractor handle the damage. It may save you time and stress while moving. If the repair is not done to the quality and standards during our inspection, it may be necessary to have it done again. Always call us, as we want to help you get your deposit back.

Remember, you are preparing this property for another person to call home. Please leave it in good condition. It is our hope that you will leave the property clean and move-in condition.

THE FINAL ACCOUNTING WILL BE COMPLETED WITHIN 21 DAYS OF FINAL MOVE-OUT DATE, per 30 day notice to vacate. TURN IN KEYS AND REMOTES TO THE OFFICE.