



Cleaning Checklist for Tenants Vacating

Busy, Busy, Busy, we know how the last couple weeks can be before a move.

Security Deposit Inspection will be completed AFTER you relinquish possession of the property, remove all items and turn in keys.

Mandatory:

1. We must have an exact date the home will be vacant and 100% clear of your belongings.
2. We must have a forwarding address.
3. If vacating in the winter, thermostat must be set to 60 degrees Fahrenheit / 15.5 Celsius.
4. Homes with Oil Tanks, you will need an exact measurement from the Oil provider.
5. All Utilities must remain On in your name until the last day of your signed lease.
6. Utilities should never be turned off, only transferred back to the property management or owner, never turned off. If Utilities are turned off, you may be responsible for turning them back on.

Entire House - All Rooms

Sweep entire house so it is free of cobwebs, dust, smudges etc.

All consumable items like filters for furnace, fridge, light bulbs etc, must be replaced and in working condition.

Every Room:

- Ceiling Fans – Clean fan blades and wipe down entire unit.
- Light Switch Plates – Wipe free of finger prints, dirt, smudges.
- Door Knobs, wipe door knob and surrounding area where dirt accumulates.
- Replace missing or burned out light bulbs.
 - o Important to replace all bulbs. Thought light bulbs may be cheap, it is expensive to hire someone to buy them and install them.
- Doors – Clean all doors and trim.
- Windows / Window sills / Tracks – Clean windows interior along with baseboards.
- Closets – Clean out closet, and wipe down closet shelves.
- Cabinets – Clean out cabinets and wipe shelves.
- Drawers – Clean out drawers and wipe.
- Stairs – Clean stairs and wipe down rails.
- Walls- Gently wipe down walls where traffic or smudges occur. Ex. Behind couch, around doors.

- Blinds – Clean blinds by wiping down.
- Curtain Rods must be free of dust and wiped down.
- Register Vents – Clean by vacuuming and wiping.
- Fireplace – Sweep out and vacuum. Also clean screen/glass.
- Floors – Mop or professionally clean carpets.

Professional Carpet Cleaning is the best choice, they simply do a much better job than any consumer do it yourself option. We strongly encourage you to hire a professional carpet cleaner.

*If you choose to clean carpets on your own, please understand if the completed work is not great, we will have to order professional carpet cleaning at your expense.

Kitchen:

Make sure to check off all the items for Every Room, above.

- Stove – Clean, scrub, wipe and shine. Inside and out, including racks, door, glass etc.
- Hood / Vent – Clean, wipe and shine. Don't use abrasive materials that may scratch.
- Drip Pans – Replace them 99% of the time, easier and they will look perfect.
- Cabinets – Remove any belongings and clean inside and out, wipe down shelves.
- Refrigerator – Clean, Scrub and Wipe, inside drawers, doors, freezer, etc.
 - Be sure Fridge and Freezer is 100% clear of food.
- Refrigerator, make sure to carefully remove drawers and clean behind them, the rails the drawer slides on, along with the vent at the bottom of the fridge.
- Microwave – Clean Inside and Out.
- Dishwasher – Clean Inside and Out.
- Sink – Clean by wiping down, scrubbing if necessary.

*Living Room, Dining Room, Family Rooms, Bedrooms please clean, wipe down, etc, see the Every Room checklist.

Bathrooms:

- Toilet - clean inside and out.
- Mirrors - polish and shine.
- Countertops – clean and shine.
- Cabinets – remove all items, clean and wipe shelves.
- Tub/Shower – Clean and shine, no soap or residue remaining.
 - Pay special attention to grout and caulking, these are often overlooked.



Laundry Room / Utility Room:

- Washer - Wipe down, inside and out, including around agitator and lid underneath.
- Dryer – Wipe down inside and out. Remove lint from filter.
- Water Heater – Dust and wipe down.
- Countertops – Wipe down and clean.
- Cabinets – Clean inside and out.

Garage

- Floor – Remove personal items and sweep floor.
- Attic – Remove any items in attic you may have stored.
- Garbage Cans – Leave in garage, empty.

Yard

- If you are responsible for yard maintenance, you will want to make sure you keep it watered, mowed, edged, raked and weed free.

Patio

- Sweep and remove cobwebs, bugs, etc.

Cleaning Products: You are responsible if you use abrasive cleaning agents which scratch the surface you are trying to clean.

Reminder to make sure you replace all filters, lightbulbs and any other consumable items, these are generally inexpensive to replace, however can be costly when we have to hire someone to purchase and replace.

We hope this guide has helped somewhat to organize the cleaning and vacating of the premises..