

MOVE-OUT CLEANING CHECK LIST

Thank you for renting from us! This is a check list of things to be done prior to you vacating the premises. If you would like your premise pre-inspected before you leave or if you have any questions, please do not hesitate to contact the Office at (205) 345-7333 or email me at amym.wrightthurd@gmail.com. Any deposit refunds due will be made within 35 days of the lease expiration date, provided the following is done:

<u>Item</u>	<u>Cleaning description</u>
<u> </u> CARPETS:	Per your lease, carpets must be STEAM-CLEANED. There are many professional cleaning companies in the Tuscaloosa area, but because they are extremely busy during the months of July and August, we recommend that you call to schedule cleaning as early as possible to be sure that you are able to get an appointment. Carpets should be steam-cleaned, odor, stain and damage free. Please provide a copy of your carpet cleaning receipt to WHP.
<u> </u> FLOORS:	SWEEP and MOP all non-carpeted floor surfaces.
<u> </u> DUSTING/CLEANING:	DUST all baseboards. Dust around the top edges of the wall where they meet the ceiling to remove any cobwebs. If applicable, clean slatted doors where your hot water heater is located.
<u> </u> CEILING FANS & LIGHTS:	CLEAN the ceiling fans, lights & blades throughout. Replace blown blubs in all fixtures.
<u> </u> WINDOWS:	WASH window sills and clean the inside of the windows only. CLEAN window blinds and REPLACE broken blinds, they can be purchased from Home Depot or Lowes.
<u> </u> WALLS & DOORS:	REMOVE all nails from walls. WIPE off dirt that may have accumulated on baseboards. All doors should be CLEANED. REMOVE any scuff marks from doors and walls. CLEAN glass on balcony doors inside and outside.
<u> </u> STOVE:	CLEAN surface eyes, rings, drip pans and area under drip pans. If rings and/or drip pans are excessively soiled; you need to purchase new ones. Drip pans must be either in like new condition or replaced. If oven is self-cleaning, run it through the cycle, then wipe it out. If not, then clean the oven, racks, and drawer. Remove residue of oven cleaners with a wet cloth. NOTE nearly every part of the stove will come a part, pull the stove out and clean the sides and floor under the stove.
<u> </u> HOOD/MICROWAVE:	CLEAN range hood/microwave topside and underneath, if applicable. Remove fan filter and clean it in hot soapy water before replacing it.
<u> </u> REFRIGERATOR:	WIPE out refrigerator and freezer. CLEAN all shelves, drawers, under drawers, inside walls. Dry thoroughly to prevent mold. Empty the ice bin and turn off the ice maker. CLEAN outside of refrigerator including the top, front, and sides. Roll the refrigerator out and mop the floor underneath and behind it.
<u> </u> KITCHEN/BATHROOM:	CLEAN sinks, toilets, and tub. Clean hard to remove stains with a product like Clorox Clean Up or Tylex Mildew/Soap Scum Remover using a scrub brush. CLEAN around the base of toilets, inside the bowl, and under bowl rim. CLEAN mirrors, faucets and dust exhaust fans.
<u> </u> KITCHEN & BATH CABINETS:	REMOVE all items from the cabinets. CLEAN all cabinets inside and out. REPORT any damages to the cabinets to management.
<u> </u> OUTSIDE STORAGE ROOM:	(IF APPLICABLE) Clean out and sweep.
<u> </u> BALCONY/PORCH:	REMOVE any flowers, door mats, or outdoor furniture. SWEEP off after all contents have been removed.
<u> </u> ENVELOPE:	LEAVE self-addressed stamped envelope per your Lease. <i>Your closing statement and refund cannot be processed without a forwarding address.</i>
<u> </u> KEYS:	Leave a full set of keys at our office once you have completely moved out and cleaned.

PLEASE NOTE: Cleanliness is defined as move-in ready. If a cleaning crew has to perform ANY cleaning duties, you will be billed.