

## MOVE-OUT CLEANING INSTRUCTIONS

1. **KITCHEN**—Clean sink and counter tops. Clean off grease from cooking surfaces and appliances. Wipe down cabinets and make sure they are empty. Check surfaces areas for food stains or splatters.
2. **STOVE**—Remove grease and carbon from surfaces of stove and surrounding wall. Replace burner drips pans if rusted or carbon stained.
3. **REFRIGERATOR**—Clean and remove stains, food, and grease from surfaces. Defrost (if applicable.) Replace light bulb if necessary, using a 40 Watt appliance bulb.
4. **VENT-HOOD**—Clean surfaces. Replace light bulb if necessary using a 40 Watt appliance bulb.
5. **DISHWASHER**—Clean surfaces. Remove dishes and soap residue or food from dispenser compartments, door, and gasket.
6. **TM5 OWNED WASHER/DRYER**—Leave in place for TM5 to remove. Clean surfaces and make sure appliances are empty. Make sure hoses are secure and check for leaks—report them if any.
7. **RESIDENT OWNED WASHER/DRYER**—Turn supply valves completely off and remove W/D and washer hoses. Report leaks.
8. **AIR CONDITIONER, A/C VENTS, AND CEILING FANS**—Clean/vacuum return air vent, A/C vents, and surrounding areas. Clean (if permanent type) or replace A/C filter. Window A/C units—clean filter, front vents, and surfaces. Wipe dust from ceiling fan blades.
9. **WINDOWS, SCREENS, BLINDS**—Clean windows of handprints and/or pet paw prints. Remove dust/debris/stains from windowsills. Screens should be installed and in good repair. Dust blinds and check operation. Make sure all windows are locked. If you choose to replace tenant/pet damaged blinds, make sure they are white and the proper size.
10. **BATHROOMS**—Clean toilet, tub, lavatory, and tub surround. Clean faucets, tub/shower enclosures, soap dishes, tiled walls, etc. of soap film, lime, and mildew. Remove personal belongings and clean out medicine cabinets, drawers, cabinets, and mirrors.
11. **CLOSETS**—Remove all trash, hangers, etc.; wipe down shelves and doors if needed.
12. **WALLS**—Remove nails, tacks, picture hangers, staples, stickers, pet hair, etc. Clean/wipe off splatter, spills, grime, fingerprints, crayon marks, etc. from walls, woodwork, doors, doorframes, and cabinets. Please refer to "Security Deposit Deductions" section for further details.
13. **FLOORS**—Mop/clean all tiled, vinyl, and hardwood floors. Vacuum carpets and remove stains. DO NOT USE BLEACH TO REMOVE STAINS FROM CARPET. CARPET WILL BE REPLACED IF URINE IS DETECTED. Please refer to "Security Deposit Deductions" section.
14. **LIGHT FIXTURES**—Clean fixture shades and globes; replace burned out bulbs.
15. **FIREPLACE**—Remove ashes. Clean hearth, mantel, and screen or glass enclosure.
16. **GARAGE, CARPORT, UTILITY OR STORAGE ROOM, PORCH, DECK, OR PATIO**—Sweep clean.
17. **YARD/OUTSIDE DWELLING**—Clean exterior doors especially if they have pet marks, pet drool, or bicycle tire marks. Remove satellite dishes and support poles. Remove water hoses and make sure all exterior facets are off. Report leaks. If you are responsible for lawn care, mow the yard.
18. **GENERAL**—Remove ALL personal belongings, cleaning products, and trash.

**\*\*IF YOU DO NOT HAVE THE TIME OR DESIRE TO CLEAN, HIRE A PROFESSIONAL CLEANING SERVICE!!**

**Your signature indicates that you have read, understand, and agree to TM5's Policies and Procedures.**

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Signature

Date

\_\_\_\_\_Initials