



GARNET PROPERTY MANAGEMENT  
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## Move Out Cleaning Requirements & Checklist

The following cleaning requirements must be accomplished before vacating the property. Whether you do the cleaning yourself or hire a professional to do it, each item must be completed upon vacating. Every item will be examined for completion when we inspect your unit at move-out. If you hire a professional cleaning service you should provide them a list of what we expect and oversee and **inspect their work**. There may be additional cleaning concerns that are specific to your rental home that may not be covered in this checklist, so be thorough. As a rule of thumb, you should spend a minimum of 30 minutes cleaning for every 100 sf of your home. If you have spent less time than this, you have likely not cleaned adequately.

Cleaning performed by Garnet Property Management is assessed at the hourly published labor rate or \$75.00 (per hour, per person, one hour minimum), whichever is higher. If Garnet Property Management hires a third party to perform cleaning, you will be charged the cleaning charges for the cleaner in addition to hourly labor charges for scheduling and overseeing their work.

Carpets must be professionally cleaned (do not use Rug Doctor) **before** vacating. If you schedule carpet cleaning after you vacate, you will be charged the hourly labor rate for time spent managing the cleaning (unlocking & locking the property, moving any furniture left behind, etc.). A copy of your receipt must be provided to Garnet Property Management no later than the lease end date in your lease. If you fail to provide proof that the carpets have been professionally cleaned, we will clean them at your expense (\$75.00 per room or the cost to hire a carpet cleaning professional).

Chimneys (from fireplaces or woodstoves) must be professionally cleaned. A copy of your receipt must be provided to Garnet Property Management no later than the lease end date in your lease. If the chimney(s) are not cleaned professionally, we will clean them at your expense.

Remember that all keys and remotes control must be returned to Garnet Property Management and we must have a forwarding address in order to refund your deposit. As a reminder, you are responsible for rent and utilities until the end of your lease, regardless of when you move out.

**IMPORTANT:** Do NOT leave any items behind. You will incur hourly labor charges in addition to the dump surcharge and dump fees for any items left behind.

**IMPORTANT:** Do NOT patch/fill/spackle holes or spot paint. If you patch or fill in holes or apply touch up paint, you will be charged to repaint any wall that you have patched/filled/spackled or painted.

**IMPORTANT:** Do NOT leave light fixtures with missing, mismatched or burnt-out bulbs. You will be charged \$20.00 for each bulb that is replaced or the replacement cost of the bulb, whichever is higher.

**IMPORTANT:** If you fail to completely clean the oven (inside & out), oven racks, cooktop, range and range drip trays, you will be charged \$250.00 in addition to hourly cleaning charges. If the oven has a self-cleaning feature, use it.



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#### Floors:

- All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned and washed. All non-carpeted floors must be cleaned, mopped and free of dirt and grime.
- DO NOT use bleach or ammonia-based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use a damp mop when mopping these types of floors.

#### Windows/doors:

- Clean all window and door channels and frames thoroughly, paying attention to the corners.
- Clean door tracks (sliding doors) and thresholds.
- Clean all interior and exterior window panes and glass doors and leave free of streaks.
- Clean all mini and vertical blinds one by one. Clean all window sills and curtain rods. Clean all drapes and valances.
- Replace broken or missing windows panes and screens.
- Replace all damaged or broken window coverings.
- Clean front door, inside and out.
- Both sides of all doors including closets must be cleaned and free of any grease, grime, crayon or marker, scuffs, and hairspray residue.

#### Light Fixtures/Ceiling Fans:

- Remove all globes, fixtures, etc. and clean both sides. Replace broken, missing, mismatched or burnt-out bulbs. **YOU WILL BE CHARGED \$20 (MINIMUM) FOR EACH BULB REPLACED.**
- Ensure that each fixture has the correct type of bulb in it; dimming switches have dimmable bulbs, etc. Be sure to use the correct wattage and ensure all lights are operational.
- Clean ceiling fan blades (both sides) as well as the mount.

#### Walls/Ceilings:

- Wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold or grime. All crayon and/or furniture marks must be removed as well.
- Remove all nails, screws, staples, etc. you used to hang anything but **DO NOT PATCH/FILL/SPACKLE or PAINT.** If you patch or fill in holes or apply touch up paint, you will be charged for repainting all walls that you have filled, patched or painted.
- Vacuum and wipe down baseboards; they must be free of dust and pet hair.
- Remove any dust from ceilings and Bath/Laundry vents.
- Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- Check/clean or replace any cracked or missing phone or TV wall plates

#### Laundry Area:

- Clean Washer/Dryer tops and sides. Wash inside washer lid and around soap dispenser area. Clean dryer lint filter.
- Clean Area behind dryer and make sure all lint is vacuumed and cleaned.
- Clean Cabinets inside and out. Make sure all dust and laundry residue is removed.

#### HVAC Unit and Vents:



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- Remove all vents and clean. Clean floors surrounding vents
- Vacuum intake area under HVAC unit if applicable.
- Replace particulate filter.
- Clean All Grill/Grates of wall Heaters.
- If furnace/heater closet is accessible, remove cobwebs from ceiling and wall. Vacuum or sweep and mop floor.

#### **Kitchen:**

- The Oven/Range must be cleaned thoroughly. This includes all surfaces inside and out including all racks and drip pans. If you cannot get the drip pans clean, replace them. **You will be charged a \$250 fee if the oven/range is not completely clean inside and out.**
- Range Hood Bottom of Micro hood must be cleaned. The filter in the vent hood should be removed, washed, dried and put back in place. **HINT:** Put the filter in the dishwasher and run through a normal cycle.
- Scrub all rims, ridges and underside of hood to remove all grease splatter and grime. Clean stove top range hood.
- Pay special attention to the wall surfaces around the cooktop and make sure they are free of dirt and grease.
- Remove lower drawer and clean under stove.
- Clean control knobs. Any broken knobs must be replaced.
- Wash and dry outside of stove.
- Clean top and bottom edges of oven door.
- Remove all oven cleaner residue or self-cleaner ash from interior of oven.
- Clean under elements.
- Remove hard water spots from the sink.
- Apply stainless steel conditioner to all stainless surfaces.

#### **Dishwasher:**

- Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film.
- Clean the particulate filter.
- Clean inside and out of dishwasher. It should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

#### **Refrigerator:**

- Remove all food from refrigerator.
- Clean thoroughly inside and out.
- Clean both sides of shelves with disinfectant cleanser or warm water.
- Clean butter, vegetable, and meat drawers. Make sure they are free of mildew, dirt and grime.
- Freezer must be defrosted and cleaned.
- Remove and clean kick plate and vacuum out coils.
- Clean folds in and underneath rubber seals on doors.
- Pull refrigerator away from wall and clean all exterior portions including top. While appliance is



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pulled out clean walls, sides of cabinets and sweep and mop the floor.

- Replace water filter, if applicable.

#### Cabinets and Drawers:

- Shelves, drawers, turntables and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt, dust and hair.
- Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried-on foods, etc.
- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean and disinfect all countertops, sink and surrounding areas.
- Garbage disposal, if available, should be in proper working order and free of garbage. With cold water running into the drain, turn garbage disposal on to flush. Run baking soda through the disposal. Remove black rubber gasket and clean thoroughly. Replace gasket and clean opening.
- Clean sink, drain, chrome fixtures.
- Clean all backsplash areas to remove grease and dried-on food.
- Clean microwave - inside and out. Clean any other appliances.

#### Bathrooms:

- Replace all broken or missing bathroom towel racks and toilet paper holders.
- Clean vent fan cover.
- Wash all walls and ceilings to remove mold, grease or other particles.
- Clean light fixtures, and replace any burned out light bulbs
- Scrub toilet with disinfectant cleanser. Remove all dirt and stains. Clean top of toilet tank, toilet lid, seat (both sides), bowl completely. Scrub toilet of all rust, lime and scale inside and out.
- Clean sink, drain, and fixtures. Remove hard water spots.
- Clean all mirrors so that they are streak free and free of dirt. Clean all glass (e.g., shower doors, mirrors, etc.)
- Clean shower walls, bathtub interiors and shower doors meticulously to remove all dirt, soap build-up, mold, and hair. Bleach the grout. Shower doors and frames must be completely clean.
- Clean medicine cabinet shelves and both sides of doors. Clean the inside of medicine cabinet. Clean interior and exterior of cabinets and drawers. Clean out the bathroom drawers and vanity, making sure you get all the hair out.

#### Driveway:

- Clean oil stains
- Clear up all refuse, boxes, and debris
- Haul away all garbage. No trash shall be left behind.
- DO NOT** leave garbage, personal items or furniture at the curb. **YOU WILL BE CHARGED A DUMP SURCHARGE AND DUMP FEES FOR ANY ITEMS LEFT BEHIND**



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**Exterior:**

- Entire lawn must be neatly mowed and edged.
- Remove weeds and dead plants from flower beds.
- Remove all trash and debris.
- Remove and dispose of all animal waste.
- Fill, level and seed holes from pets and repair all other damage caused by pets.
- Remove all personal items from yard. **YOU WILL BE CHARGED A DUMP SURCHAGE AND DUMP FEES FOR ANY ITEMS LEFT BEHIND**
- Clean all exterior light fixtures and ensure light fixtures have working bulbs or fluorescent lights.
- Patios, balconies and trash. Make sure these are free of cobwebs and spiders or any other insects.

**Garage/storage:**

- Remove all items from Garage/Storage shed. **YOU WILL BE CHARGED A DUMP SURCHAGE AND DUMP FEES FOR ANY ITEMS LEFT BEHIND**
- Clear out all refuse, boxes and other items.
- Sweep out or vacuum.
- Clean all wall surfaces.
- Clean cobwebs on all walls and ceiling.
- Clean light fixtures, light switch and outlet covers.
- Clean both sides of entry/exit doors.

**Miscellaneous:**

- Smoke alarms must be operational, replace batteries as necessary.
- Clean fireplace, hearth, and mantle, remove ashes and debris.
- Clean and wipe down all surfaces.

**Other Reminders:**

- Pay final utilities bill
- Forward your address with the post office
- Provide your forwarding address to Garnet Property Management
- Leave keys on the kitchen counter