


No	<h2 style="text-align: center;">MOVE-OUT CLEANING CHECKLIST</h2>	
1	Return all keys and parking permits in an envelope labeled with the Unit # to Landlord and place in the Lobby inside the "Rent Drop Box". Do not leave keys at the Unit. <i>Failure to return keys will result in a lock change charge of \$120.00. Tenant must drop off keys by 11:59pm on the day the lease ends</i> , otherwise Tenant will be charged a holdover fee at a minimum rate of \$60.00 per hour for late move-out, and Tenant may be subject to additional charges per Section 1 of the Lease.	
2	All carpets must be thoroughly vacuumed. All other floors must be cleaned (vacuumed and washed) including edges near baseboards and cabinets.	
3	If the Unit is found to have smoke or animal odors, then Tenant will be responsible for the cost to remove such odors from the Unit.	
4	All furniture must be clean (vacuumed, dusted, and cleaned with a non-wax cleaner). Stove, exhaust fan, microwave, refrigerator, dishwasher, and sinks must be thoroughly cleaned. Do not turn refrigerator off; simply turn off icemaker and turn the temperature to the lowest setting.	
5	Clean any stainless steel appliances and surfaces with Windex, white vinegar diluted with water, or dish soap with a microfiber cloth. Clean in the direction of the grain, and look for striations running vertically or horizontally to identify the direction of the grain on your appliances.	
6	If the furniture and floors are found to have animal hair or animal odor, the Tenant agrees to pay for the remediation to have animal hair and/or animal odor removed from the heating/cooling ductwork upon vacating the Unit. Furniture Covers (sofa and loveseat) must be left in the Unit, if provided (up to \$50.00 replacement cost if missing or damaged, per cover).	
7	Bathroom fixtures must be thoroughly cleaned and free of residue. Mini blinds must be cleaned or replaced. Mattress cover must be washed and left on the bed (up to \$50.00 replacement cost if missing or damaged).	
8	Any holes, larger than a finishing nail, must be filled and sanded smooth.	
9	All light fixtures, doors, baseboards, trim, and cupboards must be cleaned. Windows, window blinds and screens must be wiped down.	
10	Remove all personal items including food and trash.	
11	Exterior of the Unit must be clean and free of debris, including removal of cigarette butts. This includes porches, decks, steps, and grounds adjacent to the Unit.	
12	If these cleaning procedures are not followed then Landlord may charge \$100-\$400 for additional cleaning services.	
13	Tenant must complete a "Change of Address" form with the United States Postal Service for Tenant's mail. "Change of Address" forms are available at www.usps.gov . Any mail received after moving out will be sent back to sender. Complete Forwarding Address slip and turn in with your key packet.	
14	Charges will be made against your Security Deposit if the above procedures are not followed. Also, all damages beyond normal wear and tear will be deducted from your Security Deposit. The Security Deposit, less any necessary deductions, will be returned to Tenant's forwarding address. YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OUT OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND PENALTIES ADHERENT TO THAT FAILURE.	

