

## CLEANING REQUIREMENTS FOR VACATING TENANTS

The following items of cleaning must be completed by you at the time of inspection, or we will complete them and take it out of the security deposit.

- Clean the oven and range top and under the burners, the hood, boiler pan and replace drip pans
- Pull out (carefully because of the flooring) and clean behind range and refrigerator.
- Clean the kitchen sink and wipe out all cupboards, drawers, and counter tops
- Clean out fireplace area if you have one.
- Clean the showers, tubs, sinks and shower doors (if applicable)
- Clean the toilets.
- Wipe out the vanity and drawers and clean mirrors.
- Remove all nails from the walls and fill the holes.
- Wash all light fixtures covers and replace all burned light bulbs.
- Vacuum all carpets, dust windowsills, baseboards and doors.
- PROFESSIONALLY SHAMPOO THE CARPETS** (and provide documentation).
- Linoleum floors are to be swept, scrubbed and waxed.
- Remove all personal property from inside and outside, including shelf paper and shower curtains.
- Please do not drive over the curb onto the lawn when moving out.
- Wipe all blinds down with a damp cloth and if you feel the drapes need cleaning, contact us first.
- Contact the appropriate utility companies regarding your moving date.
- Leave your forwarding address and return the keys to the office.

It is the responsibility of the Tenant to contact PROFESSIONAL MANAGEMENT, INC at 259-7870 to arrange an appointment for the final walk thru.