



Cleaning Checklist

The following checklist is part of your final inspection and will be used by Secure Property Management, LLC. after you have moved out to determine what charges, if any, will be deducted from your security deposit.

GENERAL

- Unit must be completely free of trash and dust, including all closets.
- Baseboards must be washed and free of dirt and dust.
- All carpets must be vacuumed and PROFESSIONALLY cleaned (you will need to provide a receipt)
- Windows need to be cleaned; windowsills need to be free of dust, dead bugs, cobwebs & etc.
- Replace any burned out light bulbs.
- Replace batteries in smoke detectors.
- Wipe down light fixtures, outlet cover and doors.
- Clean ceiling fans.
- Wipe down the top of all door casings and molding and plant ledges.
- Remove all nails and fill holes with matching filler (all nail holes you installed)
- Clean out fireplace and close damper.
- Clean all blinds/curtains. Replace any broken blinds caused by you.
- Clean all walls.
- Home must be completely broom clean and mopped floors.
- Touch-up painting for nick's, holes and scrape's

KITCHEN

- All cabinets must be cleaned and wiped out.
- Clean refrigerator inside and out, pull out and clean underneath. Turn dial to medium setting and leave on.
- Clean oven, pans under burners should be cleaned or replaced, range hood should be clean and free of grease.
- Area behind and underneath stove must be clean and free of grease.
- Check dishwasher and clean out any debris. Clean door seal.
- Check disposal and clean if necessary.
- Clean countertops and sinks.
- Clean out microwave.

BATHROOM (S)

- Tub and shower cleaned: Tile/grout scrubbed and free of soap scum and mildew (don't forget shower doors!)
- Clean toilet, removing any hard water stains, toilet base and floor behind toilet.
- Clean mirrors and any chrome fixtures.
- Wipe cabinets out and wipe medicine cabinet inside and out.
- Wipe down counter and sink.
- Sweep and mop floor.

BEDROOM (S)

- Clean closets out and wipe down shelving.
- Do any general cleaning as listed above.

LAUNDRY/FURNACE/STORAGE ROOM (S)

- Vacuum lint off of all appliances, furnace and floor.(Must have a new or clean filter in furnace).
- Wipe down any shelving and doors/cabinets. Clean Washer & Dryer.

EXTERIOR

- Mow, edge, trim, water and fertilize lawn as needed.
- Shrubs trimmed, ivy cut back if overgrown.
- Flowerbeds weeded and grass removed.
- Front porch swept and free of cobwebs, wasp nest and dead bugs.
- Exterior hosed down and kept clean.
- Patios, decks, and balconies swept clean.
- Garage cleaned/ swept and all trash removed.

OTHER

- Must give written thirty (30) day advance notice to vacate. The lease may only terminate on the last day of any Month.(example: If your lease is up October 31, we must have notice no later than September 30,)
- Must return all keys to property and mail box.
- Must have forwarding address.
- Must have all utilities paid and out of your name.
- Must have rent paid up to date.
- Must pay the buyout of lease fee with the 30 day notice to vacate. (If your lease has a buyout clause)

We at Secure Property Management hope the above list will help make your move-out go smoothly. Please call our office for a move-out inspection by one of our leasing agents, when the above items have been completed.

Sincerely,

Secure Property Management