



VACATING PROCEDURE

Lease expires at 1:00 P.M.

KITCHEN

Oven and Stovetop

- Clean stovetop, drip pans (replace if necessary) and lift up stovetop to clean underneath
- Clean oven and broiler pans with OVEN CLEANER, clean front and sides, remove knobs and clean

Refrigerator

- Clean interior and exterior thoroughly. Remove drawers and clean underneath
- Move appliance to clean floor underneath **DO NOT UNPLUG**

Countertops and Cabinets

- Remove everything, wash and wipe down with warm water

Sink

- Clean dirt collections around spout and handles
- “Soft Scrub” is a great cleaner for sinks and is cheap

Floors and Baseboards

- Sweep and mop under the oven and refrigerator **DO NOT UNPLUG**

BATHROOMS

Commode

- Scrub bowl and clean interior/ exterior with TOILET CLEANER

Sink and Shower

- Clean dirt collections around spouts and handles
- Scrub shower wall and tub basin with TUB & TILE CLEANER
- “The Works” is great for soap scum and is cheap

Cabinets and Closets

- Remove everything, wash, and wipe down with warm water

Floors and Baseboards

- Sweep with broom, wipe down, and mop

LIVING ROOM AND BATHROOM

- Remove everything, sweep/mop/ vacuum, and clean carpets
- Wipe down all walls and baseboards

ALL WINDOWS

- Clean sills, seals, jams, and glass (inside and out) and blinds

DUSTING

- Dust the furnace intake and any ceiling fans; replace burnt out light bulbs and smoke detector batteries.
- Remove light globes and clean with warm water

IMPORTANT!! PLEASE READ AND FOLLOW

*****please follow the instructions to insure prompt return of your deposit*****

Please provide us with a legal sized self-addressed stamped envelope (the address where you want your deposit sent), along with a contact telephone number, and please print your present apartment address on the bottom left hand corner of the envelope. Contact us to schedule a time to do a move-out walk thru when you have the unit completely empty and clean. Contact all utility companies to pay all final bills and cancel your service.