

## FOOTHILLS PROPERTY MANAGEMENT

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### CLEANING CHECK OFF SHEET

Upon moving out, the premises must be in "move-in" condition. This document provides a detailed description of what needs to be done before move-out as well as a check list to ensure the release of the security deposit.

Please use the following guide for cleaning your rental unit when you vacate. At move-out you are not charged for normal wear and tear; however Foothills Property Management of Anderson, LLC does not consider dirt in any form within the scope of normal wear and tear.

#### A. All rooms

1. Remove from walls any nails, tacks, anchors, and window covering hangers that you installed.
2. Clean baseboards and corners, being careful to remove all dust and cobwebs.
3. Floors/Carpet: Floors need to be swept and mopped. Carpet needs to be vacuumed and professionally cleaned.
4. Wash off shelves in closets and remove all hangers and shelf lining.
5. Clean light fixture coverings, around the light switches, and door frames.
6. Clean out fireplace (if applicable).
7. Clean all blinds, windows, and fans.
8. Walls touched up or painted.
9. Replace all light bulbs.

#### B. Kitchen

1. Clean oven, oven walls and grills, broiler pan, and storage space.
2. Clean vent-a-hood (run through dishwasher if available).
3. Wipe kitchen cabinets and clean inside, outside, and on top. Remove all liners. Handle drawers in the same manner.
4. Clean refrigerator including crisper, walls, and containers. Defrost freezer, removing all water. Unplug and leave the door open. Clean behind, on top, and underneath- wherever possible.
5. Clean sink and counter top.
6. Clean floor.
7. Clean light fixture coverings.
8. Remove all cleaning solution residue.
9. Replace all light bulbs.

#### C. Bathroom

1. Clean all light fixtures and coverings.
2. Clean medicine cabinet and mirrors (should be free from streaks).
3. Sweep, mop, and clean all vinyl and tile flooring.
4. Thoroughly clean toilets, sinks, cabinets, and tub/shower. Remove all cleaning residue.
5. Clean all wall/floor/tub/shower tile, grout, and caulk with an appropriate cleaning solution.
6. All soap, dishes, handles, racks, faucets, and walls should be free of dirt and stains.
7. Replace all light bulbs.

#### D. Exterior, basements, out-buildings, and yard (if you are responsible for yard maintenance in

your lease)

1. Cut, rake, and remove trash and leave from the yard.
  2. Sweep off all porches and decks.
  3. Sweep out basement, carport, garage, and any out buildings, leaving only those items which came with the property.
  4. Place all trash, garbage, and debris where the garbage company instructs for pickup removal from the property. If you leave items which the garbage company will not accept, have them hauled off at your expense.
  5. If screens have been torn they must be replaced as well as broken windows.
- E. Return keys, access cards, and remotes.
1. In order to return possession of the unit to the landlord, all keys, access cards, and remotes must be delivered to FPM at the move-out inspection.
  2. Do not leave the keys, access cards, and remotes in your unit.
  3. If you do not hand keys to a FPM representative, additional fees will apply.

**TENANT WILL LOSE ALL OF THEIR SECURITY DEPOSIT IF ANY BELONGINGS ARE LEFT IN THE PROPERTY.**

**ALL OF OUR PROPERTIES ARE NON-SMOKING. IF YOU SMOKE INSIDE YOUR UNIT, YOU WILL BE CHARGED THE EXPENSE OF PAINTING UPON MOVE-OUT.**

## CLEANING CHECK OFF SHEET AND RELEASE OF SECURITY DEPOSIT

In order to receive your security deposit refunded to you, these things must be done prior to returning the keys on your move out date. You will receive your security deposit and/or a letter stating what was deducted from your security deposit within 30 days. **We have made a Check-off list for you as follows:**

### CLEANING CHECK-LIST

- a. Carpet and Floorings:
- \*Carpets Must Be Professionally Cleaned**
- \*All Hard Floors Must Be Mopped**
- b. Windows:
- c. Coverings& Broken Blinds:
- d. Stove and Oven:
- e. Refrigerator:
- f. Dishwasher:
- g. Disposal:
- h. Cabinets/In and Out:
- i. Screens:
- j. Bathrooms:
- k. Closets:
- l. Heat and A/C Filters:
- m. Fire Alarm Batteries:
- n. Ceilings:
- o. Doors:
- p. Locks and Keys:
- q. Light Bulbs:
- r. Garage Door Openers:
- s. Attic:
- t. Drive Way or Garage:
- u. Remove All Belongings:
- v. Haul Off All Trash:
- w. Lawn Maintenance:

**REMINDER: ALL OF OUR PROPERTIES ARE NON-SMOKING. IF YOU SMOKE INSIDE YOUR UNIT, YOU WILL BE CHARGED THE EXPENSE OF PAINTING UPON MOVE-OUT.**

**Tenant must notify Foothills Property Management regarding when utilities will be disconnected.**

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date