

GUIDE TO YOUR MOVE OUT INSPECTION

In just a few short weeks you will be fulfilling the term of your lease and vacating your unit. Your lease requires you to have a final walk through inspection with a member of our staff. It is recommended that you schedule an appointment as soon as you know the day your unit will be vacated. This allows you to have the inspection on the day and time that is most convenient for you. Your lease also requires you to schedule an appointment for an inspection at least **10 days prior** to the end of your lease. **Your lease ends at NOON on the last day of your lease obligation**, for this reason your inspection appointment needs to be scheduled sometime before 12:00 p.m.

At the time our staff walks through your apartment the following must be done:

- The apartment/house/duplex must be empty of all furniture and personal belongings.
- The apartment/house/duplex must be cleaned to meet the specifications on the cleaning checklist.
- The carpets see carpet cleaning section.
- **ALL KEYS AND PARKING PERMITS MUST BE TURNED IN AT THE TIME OF YOUR INSPECTION. NO EXCEPTIONS.** The charge to re-key an apartment starts at **\$50**, the charge for unreturned parking permits is **\$25**, unreturned laundry key **\$25**.
- Make sure all light bulbs are working including appliance bulbs as well as the battery in the smoke detector(s).

The inspection can take anywhere from 30 minutes to an hour to complete. We STRONGLY encourage you to be present during the inspection although it is not required. We also recommend that you have cleaning supplies with you. If time permits we will offer you the opportunity to clean anything that does not pass inspection.

The following is a cleaning checklist that will aid you in cleaning your home for the move-out inspection. We will thoroughly check everything on the list. **If you have any questions about making a move-out inspection appointment, cleaning your carpets** or anything else please call or stop by the management office. Let's work together to make your move-out a success, our goal is to return your deposit.

If you have any questions about this cleaning check list please call or stop by the management office.

We would also like to thank you very much for your residency with us, and wish you the very best of luck in the future.

CARPET CLEANING

Regarding carpet, Tenant agrees that ordinary wear and tear means use of the carpet for ordinary purposes which results in the physical depreciation of the carpet, i.e., the wear on the fibers of the carpet, or the matting that occurs during normal use. Obvious spots, odors, stains, oily substances, rips and tears, and the like which are caused by tenant and tenant's family and invitees are not ordinary wear and tear. In the event the carpets exhibit more than ordinary wear and tear at the time of move out, the tenant must clean carpet. If the carpet has the conditions stated above, then the tenant can hire a professional carpet service to professionally shampoo the carpets prior to checkout appointment or have landlord contract the carpet cleaning with an independent contractor. **Please keep in mind if you schedule the cleaning, it must be completed at the time of your inspection with invoice.** You may want to call ahead of time and let us know if there is a problem and we will be happy to come out and look at your carpet.

BASEMENTS/ATTICS STORAGE AREAS, GARAGES & LAWNS

All basement, attics, storage units and garages must be swept out, all items removed and all cobwebs knocked down. If applicable, lawns must be mowed by resident.

CLEANING CHECK LIST IN ALL ROOMS WHERE APPLICABLE

- **OUTLET PLATES:** Wipe down with Windex (don't spray directly onto outlet) or a damp cloth.
- **GENERAL WALL CLEANING:** All walls need to be wiped down with Mr. Clean liquid cleaner and water. The walls should be free of normal wear and tear markings. It may take a little extra to get the bathroom walls clean, as hairspray tends to build up on the wall behind the mirror. To clean these areas rinse with hot water with Mr. Clean liquid (magic eraser might help) until the sticky residue comes off and then rinse for a clean finish.
- **WINDOWS & SCREENS & PATIO DOORS:** All 1st floor windows and patio doors need to be washed on both the inside and out. All other windows need to be washed on the inside only. All sills need to be vacuumed and washed so that they are dirt free. All screens need to be vacuumed and free of dirt and cobwebs. If removable they can be sprayed down either outside with a hose or in the bathtub and dried before being replaced. Be sure to protect the bathtub with a towel on the bottom to prevent scratching. If you have combination storm windows, they need to be removed and cleaned. If you have any questions on how to remove the combination storms please call the office at 232-5718 well in advance and we will be happy to send someone over to show you how.
- **LIGHT FIXTURES:** all glass globes should be removed. They may be washed and dried in the dishwasher. If you do not have a dishwasher, soak them in hot soapy water and dry with a soft lint free towel. **Make sure all bulbs are Compact Fluorescent Light bulbs (CFL's in most units)**. **Please bring any burnt out bulbs to the office and exchange for a new one.** (We have provided bulbs in most of our units).
- **WINDOW QUILTS/VALANCES/PPM PROVIDED CURTAINS:** the bottom plastic strip and tracks need to be dusted as well as the top and sides of the valances. (If applicable). If PPM supplies your curtains (please call the office if you are unsure) they will need to be dust and dirt free. This may require professional cleaning.

KITCHEN

- **CABINETS, DRAWERS & PANTRY:** (inside & out) vacuum all shelves to remove any loose dirt and debris. Wipe all shelves with a mixture of Murphy's Oil Soap and water. Use Scrubbing Bubbles for cutting grease and wipe down all woodwork with Murphy's Oil Soap. Be sure to pay special attention to the outside areas where you open and close the cabinets and drawers. Any contact paper that is not in good condition must be removed
- **SINKS, DISPOSAL LIP and Faucets:** use Scrubbing Bubbles & Magic Eraser. Use a toothbrush to clean under the faucet and knobs, shine all with Windex.
- **STOVETOP:** Burner bibs must be in brand new condition. **The cost for PPM to replace the bibs is currently \$14.00 for a set of 4.** Knobs should be removed and cleaned in soapy water. Mr. Clean Magic Eraser or Scrubbing Bubbles works well for under bib lips and knobs.

Do not forget to clean under stove surface with hot Mr. Clean Liquid, Scrubbing Bubbles and a Magic Eraser. The lip of the stove, where you can lift the stove surface if possible, needs to be free of grease and dirt also use Scrubbing Bubbles and Magic Eraser.

- **SMOOTH COOKTOPS: ONLY USE GLASS-CERAMIC COOKTOP CLEANER,** use as directed. Do not use anything abrasive or you may damage the surface of the cook top. For heavy grease use Scrubbing Bubbles and Magic Eraser first then use ceramic cooktop cleaner.
- **OVEN:** When using oven cleaner, avoid all areas of chrome, trim and the floor. Heating the oven slightly will help with the extra buildup. Wipe with Windex to remove any cleaning residue. **Be sure to get the top inside portion of the oven as well as pulling the stove out and wiping down the sides, behind and underneath with Scrubbing Bubbles and Magic Eraser. Our staff always checks these areas.** Baked on stains can be removed with the flat edge of a razor blade if necessary, be careful not to scratch the interior. **Don't forget the oven racks as well, place in garbage bag and spray with oven cleaner.** Allow to soak over night, remove and wipe down.
- **BROILER DRAWER AND PAN:** (if applicable) should be removed for easier cleaning. Wipe out entirely Scrubbing Bubbles and Magic Eraser and shine with Windex.
- **STOVE HOOD AND FAN:** Mr. Clean Magic Eraser, Scrubbing Bubbles or a good grease cutter will work well here. **DO NOT use oven cleaner here.** The filter and light need to be grease free. Make sure that the bulb works. Clean filter with grease cleaner.
- **MICROWAVE:** clean with Scrubbing Bubbles or Mr. Clean Liquid and hot water mixture. Shine entire microwave with Windex. **DO NOT** use oven cleaner on microwave. Don't forget the top of the microwave. It tends to get especially dirty.
- **DISHWASHER:** Wipe clean the sides and top with Scrubbing Bubbles. Don't forget to open the door and wipe the inside seal. Shine front with Windex.
- **REFRIGERATOR/FREEZER:** Thoroughly clean both inside and outside with Scrubbing Bubbles or Lysol Kitchen Cleaner. Be sure to remove the racks and get underneath the drawers and the seals around the doors. **The freezer must be defrosted.** (There will not be time to allow you to stay and defrost the freezer, so please make sure that it is completed prior to your inspection.) Do so by turning the unit off and allowing the ice to melt and then clean accordingly. If refrigerator is really dirty use Magic Erasers also.
- **DO NOT forget to pull out the entire unit and wipe down sides with Scrubbing Bubbles, vacuum coils on the backside and clean floor underneath. LEAVE THE REFRIGERATOR ON AFTER YOU ARE DONE CLEANING. IF LEFT OFF IT MAY CAUSE DAMAGE TO THE UNIT.**
- **FLOOR** needs to be scrubbed with Mr. Clean Liquid Cleaner and then rinsed. Do not forget the corners, edges and baseboards. A light coat of wax may be necessary for a shine.
- **COUNTER TOPS:** Wipe with Scrubbing Bubbles or Mr. Clean Liquid (Magic Eraser for grease) and hot water.
- **MANUALS:** if present please leave in one of the kitchen drawers

LIVING ROOM AND DINING ROOM

- **SLIDING GLASS DOORS & TRACK:** for easier cleaning, be sure to vacuum out the track before wiping with Mr. Clean Liquid and hot water. Door should be free of streaks and cleaned with Windex.
- **A/C AND FILTER:** Entire unit should be wiped down and free of dust and dirt. The filter should be removed and rinsed out in the sink and then replaced. If the filter falls apart or has tears in it, it must be replaced with a new one. These can be purchased from the hardware store.
- **VENTS:** need to be wiped down with Mr. Clean Liquid and hot water and free of any dirt.
- **FIREPLACE:** (if applicable) vacuum and make sure it is free of any dirt.
- **PATIO OR DECK:** sweep and remove any items including mud, leaves or food. Haul any trash to the garbage.

ENTRYWAY

- **DOOR AND CASING:** wipe all doors and the casing around them with Murphy's Oi Soap and hot water.
- **PORCH:** sweep and remove any trash to the garbage. If you have windows, they must be cleaned in both the inside and outside.

ENTRYWAY CLOSETS AND HALLWAYS

- **DOOR AND CASING:** wipe all doors and the casing around them with Murphy's Oil Soap.
- **SHELVES, KNOBS AND POLES:** dust and wiped down with Murphy's Oil Soap and hot water.
- **FIRE EXTINGUISHER** dust off.
- **SMOKE DETECTOR:** dust and check to be sure battery is charged (if applicable).

BEDROOMS

- **DOORS AND CASING:** wipe down with Murphy's Oil Soap and hot water, shine knobs with Windex.
- **CEILING FANS:** blades need to be wiped down with Murphy's Oil Soap and hot water. Do not forget to do both sides of the blades. All glass globes should be removed. They may be washed and dried in the dishwasher. If you don't have a dishwasher, soak them in hot soapy water and dry with a soft lint free towel. **Make sure all lights have Compact Fluorescent Bulbs (CFL's in most units).**
- **SHELVES AND POLES:** dust and wiped down.
- **OUTLET PLATES:** Wipe with Windex or damp cloth.

BATHROOMS

- **DOOR, CASING AND DOORKNOBS:** Wipe down with Murphy's Oil Soap and hot water, making sure to include doorknobs. Shine with Windex. Be sure to remove any hairspray residue.
- **VENTS & HEAT LAMPS** (if applicable) dust and make sure they are free of spots. **Be sure all heat bulbs are working and vents are free of lint or dust.**
- **VANITY AND DRAWERS:** vacuum and wash out. Be sure to remove all hairspray residue from woodwork. Murphy's Oil soap and hot water works well.
- **BATHTUB/SHOWER DOORS & TRACK:** first, spray entire tub and shower stall with Scrubbing Bubbles and. spray entire door area on both sides with Scrubbing Bubbles. Let soak for awhile. Using Mr. Clean magic eraser scrub all soap scum off shower, tub and of both sides of doors, shower door track and all around the metal casing. Be sure to rinse thoroughly and shine all chrome and faucets with Windex.
- **MEDICINE CABINET:** the sliding doors on most medicine cabinets will usually come out to aid you in cleaning the track of dirt and hair with Mr. Clean Liquid and hot water. A toothbrush or Q-Tip work well for this track. Clean mirror and shine.
- **SINKS & FAUCETS:** clean with Scrubbing Bubbles and Magic Eraser. A toothbrush works great on the faucet for those hard to reach places. CLR works great for the hard water stains. Windex for a good shine.
- **TOILET:** clean both inside and out with Scrubbing Bubbles and Magic Erasers especially where the seat connects and the base. Toilet Cleaner and toilet brush for inside bowl. For hard water stains try CLR. You can find this at K-Mart or hardware stores.
- **TOILET PAPER HOLDER:** wipe down with Mr. Clean Liquid and hot water. Shine with Windex. Please do not leave any toilet paper in the holder.
- **BATHROOM VINYL:** scrub with Mr,Clean Liquid and hot water and rinse. You may need to use a Magic Eraser if hairspray has built up on the floor. Be sure to get all the baseboards, especially the ones behind the toilet.
- **TOWEL RACK:** wipe down with Mr. Clean Liquid with hot water and shine with Windex.