

CHICO SIERRA REAL ESTATE MGMT.

MOVE OUT CLEANING RESPONSIBILITIES

To begin, we require that all tenants schedule a move out inspection. Someone from our office will meet you at your unit, and will walk through with you on the last day of occupancy. We will typically give you a letter with a move out date and time that we have scheduled for you. These notices are hand delivered to your door, several weeks before your move out. If you have not received one, then tenants are to call our office at least 1 week prior to moving out to schedule a walk through inspection time. At the time of this inspection, the tenant is expected to have all items out of the unit, and is expected to turn over all keys at the end of the inspection. We must have ALL keys in order to complete the move out inspection. If all keys are not turned over, the unit will be rekeyed at the tenant's expense, the day of the move out.

Tenants are welcome to call and schedule pre walk troughs on any unit. Again, these walk troughs must be scheduled at least 1 week I advance of your move out. We are able to do inspections Monday-Friday 8-12 and 1-4, depending on availability. Please understand that appointment slots fill up very quickly during the summer so call with as much advance notice as possible.

When you move out of a unit, we will inspect the following items:

Be aware that any items marked on the move in inspection will be taken into consideration

ENTRY –

DOOR - There is to be no damage to the door, and free of dirt and scratches

DOOR KNOB– functioning and all keys returned

FLOORING- clean and undamaged

LIGHT FIXTURE – Working and fixture undamaged

KITCHEN

LIGHTS- working, clean, including oven and refrigerator lights. Remove fixtures, clean with soapy water, dry and reinstall.

VENTS-Vacuumed and clean thoroughly, with appropriate cleaning supplies.

WINDOWS/SCREENS/TRACKS- Clean interior of the windows. On the exterior, remove the screens without damaging them, clean window and screens and reinstall. Normal wear on exterior windows on 2 story buildings do not need to be cleaned. All window tracts are to be clean of all dirt.

BLINDS – Make sure that each blind has a rod, and that it is a functioning blind. Clean all blinds with appropriate cleaners.

HOOD/FAN-Remove filters, if you are able and soak in an appropriate cleaner/degreaser, but this will leave spots on aluminum, so be very careful. Wipe all other areas, clean, dry and reinstall.

STOVE/OVEN/RACKS/DRIP PANS - remove all drip pans and racks and place in hot soapy water and let them soak , Spray inside of the oven with appropriate cleaner, or use yourself cleaning oven with no cleaner. There should be no black spots let on the over surface, top or bottom. Lift the top of the stove, and clean under the burners. All racks, broilers, and drip pans should be completely clean. Drip pans left dirty will be replaced. Make sure that all cleaner debris is gone

REFRIGERATOR- Make sure that if you do not have a frost free freezer that you defrost your freezer. Unplug and allow several hours to defrost. Remove all drawers, set aside and clean with hot soapy water. Make sure that you clean all of the seals with hot soapy water. Clean the outside and the top of the refrigerator, and underneath. Be careful when you move the fridge not to damage the floor. Plug the unit back in when you are done.

MICROWAVE- Wipe and clean the inside and the outside.

DISHWASHER- Clean the inside and the outside

CABINETS- Remove all items, wipe all cabinets out, and remove any liners that you have installed. Wipe and clean off all doors with warm soapy water, being careful not to hurt the surface.

WALLS/OUTLETS/SWITCHES – Clean with warm soapy water, wipe down.

COUNTERS- Clean with warm soapy water, wipe down.

SINKS- Spray with cleaner and let soak. All soap scum must be removed from the faucet and sink. Check garbage disposal and make sure that it works, and that it is not full of food. Run disposal if needed. If it smells put a cleaner and/or lemon juice inside. Rinse all areas with clean water.

COBWEBS - All cobwebs are to be removed from all areas of the home.

FLOOR- Sweep, and then use the appropriate cleaner to clean the flooring. Mop and remove all dirt.

BATHROOMS

Start off by applying a cleaner to the shower, toilets, and sink. Let this cleaner sink in while you are cleaning the rest of the house.

LIGHTS- working, clean, including oven and refrigerator lights. Remove fixtures, clean with soapy water, dry and reinstall.

VENTS-Vacuumed and clean thoroughly, with appropriate cleaning supplies.

WINDOWS/SCREENS/TRACKS- Clean interior of the windows. On the exterior, remove the screens without damaging them, clean window and screens and reinstall. Normal wear on exterior windows on 2 story buildings do not need to be cleaned. All window tracts are to be clean of all dirt.

BLINDS – Make sure that each blind has a rod, and that it is a functioning blind. Clean all blinds with appropriate cleaners.

DOOR - There is to be no damage to the door, clean with warm soap and cleaner

DOOR KNOB– functioning, clean with appropriate cleaner

FLOOR- Sweep and then use the appropriate cleaner to clean the flooring. Mop and remove all dirt.

SHOWER/TUB/FIXTURES/SHOWER DOOR- Start at the top and work your way down. You may want to use rubber gloves. Work on a small area at a time, letting the appropriate chemicals work in to make you scrubbing easier. Rinse off with clean water and dry. Make sure that you have removed all dirt and soap scum.

TOILET – Both the inside and outside needs to be clean. Scrub the bowl with a pumice stone to remove all rings in the toilet. Make sure that the bottom of the toilet is clean as well as the floor around the toilet.

CABINETS- Remove all items, wipe all cabinets out, and remove any liners that you have installed. Wipe and clean off all doors with warm soapy water, being careful not to hurt the surface.

COUNTERS- Clean with warm soapy water, wipe down.

SINKS- Spray with cleaner and let soak. All soap scum must be removed from the faucet and sink.

MIRROR- Wipe the inside of the cabinet and clean the outside mirror with window cleaner.

WALLS/OUTLETS/SWITCHES – Clean with warm soapy water, wipe down.

LIVINGROOM/DINING ROOM

VENTS-Vacuumed and clean thoroughly, with appropriate cleaning supplies.

WINDOWS/SCREENS/TRACKS- Clean interior of the windows. On the exterior, remove the screens without damaging them, clean window and screens and reinstall. Normal wear on exterior windows on 2 story buildings do not need to be cleaned. All window tracts are to be clean of all dirt.

BLINDS – Make sure that each blind has a rod, and that it is a functioning blind. Clean all blinds with appropriate cleaners.

DOOR - There is to be no damage to the door, clean with warm soap and cleaner

WALLS/OUTLETS/SWITCHES – Clean with warm soapy water, wipe down.

FIREPLACE/SCREEN- Fireplace is to be completely cleaned out of wood and ash. Wipe the inside with warm cloth. Mop the hearth and wipe off all accessories. Glass door covers are to be cleaned with appropriate cleaner.

CEILING FANS- Wipe off all blades with warm soapy damp cloth, remove light cover, if applicable, and clean. Make sure that all bulbs are working.

CARPETS- These are to be professionally cleaned.

HALLWAY

SMOKE DETECTORS/CARBON MONOXIDE DETECTORS - Make sure that all smoke detectors and carbon monoxide detectors have operable working batteries. Test to make sure

FILTERS – Make sure that all heat and air filters in the home are clean and that registers are dust free

CLOSET- Wipe shelves, sweep and or vacuumed as needed

STAIRS-RAILING- Wipe down all railing with warm soapy cloth.

CARPETS- These are to be professionally cleaned.

DEWEB- As needed

BEDROOMS-

LIGHT FIXTURES- See Above

WALLS- See Above

CEILING FANS- See Above

CLOSETS- See Above

WINDOWS/SILLS/BLINDS/TRACKS- See Above

OUTLETS- See Above

DEWEB- See Above

VENTS- See Above

GARAGE

WASHER/DRYER & HOOKUPS- Wipe Down, inside and out,, sweep floor behind, next to , and under machines

CLOSET- See Above

DOOR- See Above

WEBS- See Above

LIGHTS- See Above

WALLS- See Above

PORCHES- Swept and removed of all debris and personal items. All light fixtures cleaned and working, removal of all webs.

YARDS- All personal items removed, yards mowed, leaves removed. If grass is dead, tenants may be responsible for reseeding, replacing.

GENERAL:

1. All personal items must be removed or it will be thrown out.
2. All bulbs must be working, inside and out.
3. Smoke detector and carbon monoxide detectors must have working batteries
4. All cob webs removed

5. Any alterations must be turned back to move in condition (stickers, shelf paper, bulbs, mirrors, paint, wallpaper, etc.)
6. Lease states that no holes are to be put into the walls. If nail holes are in walls, have them repaired by a professional. If they are repaired improperly, it may cost more to repair than the initial repair. Discolored walls, have painted by a professional.
7. If you have had the carpets cleaned (must be a professional company), then you must provide a copy of the receipt at move out, otherwise they will be re-cleaned at tenant's expense. If we determine that carpets are not clean enough, we will re clean at tenant's expense.

Once all clean up has been done schedule a move. Make sure that you have ALL keys and your forwarding address at your move out. If a forwarding is not given, it will be sent to the last know mailing address for the post office to forward to you. We have done our best to list most items that are usually in need of cleaning. All properties are different and there may be some items that are not listed on this sheet, but are in need of cleaning. If you are unsure you are welcome to contact our office for clarification.

This is a general guide line for cleaning, each specific unit may have certain items that are not listed on this sheet. In that case refer to the move in sheet that you completed, and simply make sure that it is in the same condition as when you moved in.