



REAL ESTATE EIGHT THREE ONE

CLEANING/ MOVING OUT CHECKLIST

PROPERTY STANDARDS

The upkeep and condition of your rental property is of vital importance. Before you moved in, the property was videotaped, so there is proof of the condition of your home before you moved in. According to our lease, you are required to leave the property in the same condition as you received it—minus normal wear and tear. Therefore, we can charge you if the property is not left in the same condition as when initially rented.

CLEANING CHECKLIST AND INSTRUCTIONS

The following guidelines are provided to you to assist our residents in cleaning their leased homes prior to vacating and to convey our expectations on how the property should be cleaned.

We expect that the property is PROFESSIONALLY CLEANED and ready for the new occupant to move in. If you closely follow the guidelines below, chances are very good that you will not experience a cleaning deduction from you deposit. This checklist applies to all our properties and may include cleaning of items that are not present in your home.

KITCHEN

- Refrigerator
 - Do NOT turn off refrigerator or unplug!
 - Clean all trays, racks and bins.
 - Wash all interior surfaces and make sure it is free of hair, crumbs, etc
 - Wash the rubber door seal
 - For ice makers: turn off, clean out ice and clean container.
 - Wash exterior surfaces including sides and kick plate with a grease cutting soap.
 - Pull out and clean under, above and behind.

- Range
 - Clean the heating elements with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting. Do not soak!
 - Replace drop pans with a new set (Home Depot/ ACE)
 - Clean control panel and knobs with a grease cutting soap, rinse and dry.
 - For hinged cook tops, lift and thoroughly clean underneath.

- **Oven**
 - Racks may be cleaned by removing them from the oven, spraying both sides with an oven cleaner following their directions. Do not leave racks in oven for self cleaning.
 - The interior surfaces should be cleaned by activating the self clean cycle.
 - Continuous clean ovens do not need to be activated.
 - After the cycle has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly.
 - Clean all drip pans, drip trays etc of range thoroughly. If pans need to be replaced- be sure to buy same brand as range so they fit properly.
 - Clean all exterior surfaces including the sides with a grease cutting product.
 - Pull bottom drawer completely out and clean underneath.
 - Free standing ranges- pull from wall and clean sides and back as well as floor underneath.
 - **DO NOT USE OVEN CLEANER ON THE INTERIOR ON SELF-CLEANING OVEN OR CONVENTIONAL OVENS.**
 - For conventional ovens- spray the entire oven including racks with oven cleaner, following their directions, rinse thoroughly.
 - Vent hood- run filter through dishwasher, and degrease interior and exterior. May need to be replaced.

NOTE: DON'T FORGET TO CLEAN THE WALL BEHIND THE STOVE AND UNDER THE HOOD, IT'S USUALLY VERY GREASY – USE A DE-GREASER.

- **Dishwasher**
 - Clean interior by running wash cycle with ½ cup vinegar.
 - Wash rubber door seal with soap.
 - Wash interior door with soap and rinse, pay special attention to the inside ledge.
 - Wash exterior with a grease cutting soap, rinse and dry.
- **Microwave**
 - Clean inside and outside of microwave with de-greaser.
 - Clean glass tray inside of microwave, rinse, and dry before replacing.
 - Clean sides and underneath.
- **Counter tops**
 - Clean counters with a non abrasive cleaner to remove stains.
 - Clean backsplash.
- **Cabinets and Drawers**
 - Wash exterior with grease cutting cleaner.
 - Thoroughly wipe out all drawers and shelves.
 - Polish exterior with wood polish.
- **Floors**
 - Wash floors and base boards; pay special attention to edges and corners.
 - Wood floors need special cleaning- wash with a wood floor cleaner
 - Pergo type floors- wash with white vinegar solution

- **Sink and Faucet**
 - Scrub sink with bleach on white porcelain sinks to remove stains.
 - Run disposal until it runs clear.
 - Replace hot or cold markers if they are missing.
 - Clean faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles, and metal edges. Pay special attention behind the faucet.

BATHROOMS

- **Bathtubs**
 - Special instructions may be applicable if you have a tub that has been resurfaced
 - Clean with soft scrub for fiberglass tubs, or a scrubby for porcelain tubs, use bleach to remove stains.
 - Scrub the shower tile/enclosure with cleaner, rinse well. Run your hand over it to make sure there is no remaining scum.
 - Use bleach on the grout and caulking (a toothbrush works well here).
 - Clean all sides of the faucet, spout, and shower head.
- **Sinks**
 - Scrub sink with bleach on white porcelain sinks to remove stains.
 - Replace hot or cold markers if they are missing.
 - Clean faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles, and metal edges. Pay special attention behind the faucet.
- **Toilets**
 - Clean the exterior with a sanitizing cleaner.
 - Clean the interior with a sanitizing cleaner, flush and add ½ cup of bleach in toilet and let stand.
 - Thoroughly clean around the toilet lid screws and caps (a toothbrush works well here).
 - Clean base of toilet and behind toilet.
- **Cabinets**
 - Clean exterior and interior.
 - Make sure to remove all hair and particles from the insides.
 - Clean around the edges.
- **Mirrors**
 - Clean and shine with window cleaner (leaving no streaks). Newspaper works well instead of cloth.
- **Floors**
 - Wash floors and baseboards with a grease cutting soap.
 - Pay special attention to edges and corners

INTERIOR

- **Heaters/ Vents**
 - Electric heat/ hot water heat: wipe down all baseboards with soap and water
 - Gas Heat- remove all vents, soak in warm soapy water, rinse, dry and vacuum the heat duct (hole) then replace.
 - Wipe down thermostat
 - Clean all cold air returns.

- **Carpets**
 - Carpets need to be PROFESSIONALLY CLEANED
 - Thoroughly vacuum throughout including all edges. Do not try to remove stains yourself or use a product that has a bleach base!
 - If you have a pet, you must include an enzyme treatment besides the regular cleaning.
 - Please ask REAL ESTATE EIGHT THREE ONE to recommend a preferred vendor.
 - If the carpets are not cleaned to our liking, you may be charged again for professional carpet cleaning. Carpets must be completely dry prior to move out inspection, so please give ample time.

- **Windows**
 - Thoroughly wash all mini blinds/verticals. We prefer you call a professional blind cleaning company on this one to avoid damage from taking the blinds down.
 - If you curtains have pet hair or have dirty marks it is up to you to have them cleaned or replaced with equal quality and color.
 - Clean and shine all interior sides of windows and their tracks.
 - Clean interior and exterior of sliding glass doors and tracks.
 - Wash all window ledges and polish with wood polish, if applicable.

- **Doors**
 - Wash all doors, both sides, including entry doors, garage, bathroom doors etc.
 - Pay special attention to areas near the door knobs, rinse and shine with wood polish, if applicable.
 - Clean all thresholds
 - Clean knobs.
 - Replace all broken/bent/missing doorstops.

- **Woodwork**
 - Wash all woodwork: mantel, banisters, railings, baseboards. Polish with wood polish if applicable.

- **Chrome**
 - Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder etc.

- **Lights**
 - Replace all burned out bulbs throughout the property.
 - Don't forget about those exterior lights, refrigerator bulbs, etc.
 - Be careful when removing plastic deflectors or lens covers
 - Only replace burned out bulbs with correct size and wattage.

- **Light Fixtures**
 - Clean all bulbs/ covers.
 - Thoroughly clean all switch plate covers and outlet covers
 - If anything is broken, please replace.
 - Wipe top and bottom of all blades of ceiling fans.
 - Unscrew and clean fixtures on the insides, removing dust, bugs, and cobwebs.
 - Don't forget the exterior light by the front and back doors and garage.

- **Closets**
 - Wipe down all shelves and rods- leave no loose debris or dust.

- **Fireplaces**
 - Sweep out all ashes (only when completely cooled), clean fireplace utensils and wipe down the hearth and mantel.
 - Clean screens and glass doors- if heavily soiled might need steel wool to clean.
 - Remove all firewood from property.
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- **Walls**
 - Wipe down all walls; pay special attention to the kitchen area.
 - Do not attempt to touch up paint on the walls.
 - Remove all objects from the wall and ceiling. Note, you should not have nailed, screwed or drilled anything into the walls. You may be charged if you did. Do not attempt to fill holes or spackle, this may also incur more charges.
 - Remove all cobwebs throughout.
 - Wipe down top of doorbell chime.
 - Clean top of ceiling and remove cobwebs.

- **Utility Room**
 - Clean interior and exterior of washer and dryer and filters
 - All other cleaning regarding floors, window, and lights apply as above.

- **Garage**
 - Sweep out garage thoroughly.
 - If your car has been dripping fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom.
 - We do not expect you to remove all stains from the concrete, only the residue.
 - Remove all cobwebs and clean windows in garage.
 - Do not remove items that belong with the house, i.e. paint etc.

EXTERIOR

- **Patio/Deck**
 - Sweep off patio/ deck areas
 - Remove any grease that might have spilled from grills with degreaser
 - Remove all outdoor furniture, pots, debris, if it belongs to you.

- Yards
 - Day of vacating, the yard must be freshly mowed and raked.
 - Shrubs should be trimmed neatly.
 - Flowerbed and garden area must be weeded and grounds policed for trash.
 - Window wells free of debris
 - Hoses disconnected from spigot.
 - All pet feces should be picked up and placed in the trash.
 - All trash and debris should be thrown away in the proper receptacle.
 - DO NOT leave anything on the curb or next to the trash cans. Place all items in trash or take it to the dump. You may be charged if there are any objects left outside.

- Screens
 - All screens must be in place and undamaged.
 - Clean screens and make sure there are no cobwebs or bugs.

Checklist:

- Have batteries been replaced in smoke and carbon monoxide detectors?
- Are all personal items removed from the property?
- Close all windows and doors and be sure all are LOCKED.
- Furnace filter been changed?
- Return all keys and leave remotes/ openers in the kitchen drawers.
- Turn off all lights when you leave the property for the last time.
- Call PG&E for final readings on all utilities. Make sure you have paid utilities but DO NOT have the utilities shut off.
- Leave a forwarding address with your REAL ESTATE EIGHT THREE ONE Property Manager.
- Drop off all keys at the REAL ESTATE EIGHT THREE ONE office located at 4510 Capitola Rd, Capitola before 5 o'clock.

Please follow the checklist carefully. REAL ESTATE EIGHT THREE ONE will bill you for any of these items that are not up to their expectations. Make sure your PROFESSIONAL cleaning service and carpet cleaning service knows all these items that need to be cleaned.

As per your lease agreement, REAL ESTATE EIGHT THREE ONE has 21 days to settle your security deposit. The better condition you leave the property in, the quicker we can get the security deposit settled to you.

Thank you for your cooperation. We hope you enjoyed your tenancy.

Sincerely,

REAL ESTATE EIGHT THREE ONE