

Cleaning Checklist - Frequently Missed List

|                                                                                                    | TENANT | CHECKOUT | TRANSITION |
|----------------------------------------------------------------------------------------------------|--------|----------|------------|
| 1 Stove is cleaned (the floor under it, interior and exterior, & working light bulb if applicable) |        |          |            |
| 2 Stove hood cleaned (clean hood, grease filter and working light bulb)                            |        |          |            |
| 3 Refrigerator (floor under it, interior and exterior, and working lightbulb)                      |        |          |            |
| 4 Dishwasher (interior and exterior)                                                               |        |          |            |
| 5 Microwave oven is clean, when included (interior and exterior)                                   |        |          |            |
| 6 Kitchen cabinets are washed down (hand marks and cooking grease removed)                         |        |          |            |
| 7 Cabinets and drawers are empty and wiped clean of debris                                         |        |          |            |
| 8 Carpets cleaned (professionally cleaned - proof via dated receipt)                               |        |          |            |
| 9 Hard surface floors swept and mopped                                                             |        |          |            |
| 10 Toilets and tubs are cleaned                                                                    |        |          |            |
| 11 Basement swept clean                                                                            |        |          |            |
| 12 Garage swept clean                                                                              |        |          |            |
| 13 All pet feces picked up from the yard                                                           |        |          |            |
| 14 Damaged items repaired (door knobs, walls, cabinets and drawers)                                |        |          |            |
| 15 Handprints removed from doors, walls and cover plates                                           |        |          |            |
| 16 Lawn is in acceptable condition (normal height) and no bare spots or ruts                       |        |          |            |
| 17 Window screens are functional and properly installed                                            |        |          |            |
| 18 Blinds are in working condition                                                                 |        |          |            |
| 19 All light bulbs in working order                                                                |        |          |            |
| 20 Smoke alarms and CO detectors are in working condition and properly installed                   |        |          |            |
| 21 All personal belongs are removed from the property (actual charges for disposal as needed)      |        |          |            |

\* The property condition at move out should reflect the condition when you moved in.

\*\* Repair/maintenance activities billed at \$40 per hour and cleaning activities billed at \$25, all charges due as added rent