

It is our sincere desire for you to receive the maximum possible refund from your security deposit. We have enclosed a cleaning responsibility sheet to assist you with cleaning.

One single refund check will be mailed. Please provide a self-addressed envelope prior to your departure. Please include a note telling me who to make the check out to and have all occupants sign the note. If I do not receive this information, the check will be made out to the first name on the lease and mailed to your current address.

**Cleaning:** Please follow the “Tenants Cleaning Responsibility” sheet for specific responsibilities. Move out cleaning is different than weekly cleaning.

**Maintenance:** Damage to the property that occurred while it was in your possession.

**Painting:** Excessive wear and tear, repair of holes in walls, dirty walls, etc.

**Carpet Cleaning:** We contract out with several steam cleaning companies for professional carpet cleaning. **Do not** shampoo your carpets as this actually causes damage. Carpets need to be cleaned when they have time to dry and no one will be walking on them until dry.

Residents may not apply their security deposit towards their last month’s rental obligations.

If you have any questions please contact me at 805-546-0814.

The cleaning list provided is very extensive and detailed to help first time renters and students know what is expected. Move out cleaning is different than weekly cleaning.

### **Tenant Cleaning Responsibility**

#### **Kitchen**

1. Refrigerator: clean shelves, freezer compartment, under crisper, butter compartment, under foot guard and gaskets surrounding both freezer and ref. **Do not turn refrigerator off!** Don’t forget to clean exterior and top of the refrigerator.
2. Clean all cupboards and drawers. The exterior of the cabinets should be washed with a mild de-greasing soap such as 409. Clean knobs and hardware. Interiors should be vacuumed and any residue of food spills cleaned. Clean sink. Remove lime and soap scum from any faucets and sinks. Clean counter and breadboard. Clean under sink making sure to also clean the hardware and plumbing as well. Run cold water and baking soda through the drains and/or garbage disposal.
3. Clean stove: all stove surfaces must be thoroughly cleaned. **Replace the burner pans.** Lift the stovetop and clean under the stovetop as well as the underside of the stovetop. Clean the oven door and exterior of the stove paying careful attention to the knobs and handles. Clean the oven with oven cleaner. This may

- require several cleanings if hard, baked on spills are present. Rinse until no evidence of oven cleaner residue is detectable. (Check after it has had time to dry.) Clean broiler pan and drawer underneath oven, if applicable.
4. Do not use oven cleaner on outside of stove or on chrome. Do not use oven cleaner in self-cleaning oven.
  5. Thoroughly clean/scrub floors. This is best done on your hands and knees. A mop will not remove heavy dirt. Do not wax floor when finished. Clean grout along with tile if your unit has tile floors. Clean baseboards.
  6. Clean light fixtures and globes. All light bulbs should be working. 40-watt bulbs are recommended.
  7. Clean vents and exhaust fans. Use a de-greasing agent on filter screens, or soak in hot soapy water.
  8. Clean dishwasher inside and out, especially the rim. Run dishwasher through one cycle with no dishes and a little vinegar or baking soda.
  9. Remove nails and or hooks from walls and ceilings. If you have used adhesive backed hooks, tape, stickers, etc. carefully remove using care not to damage walls. You will be charged for damage to the walls.
  10. Remove all cobwebs and clean walls. Mr. Clean Magic Erasers work well without damaging walls.
  11. Clean/dust blinds or vacuum drapery if applicable. Wash curtains if washable and re hang. Do not send through the dryer. Clean drapery/curtain rods and hardware.
  12. Clean windows and screens inside and out. Clean window frames. Vacuum window tracks and thoroughly clean especially in the corners. Don't forget to open window and clean window tracks that are hidden.

### **Living/Dining/Bed Rooms:**

1. Vacuum carpets or clean tile. We will have the carpet professional steam cleaned and the cost will be deducted from your deposit. Professional Steam cleaning is the only acceptable method of carpet cleaning.
2. Clean baseboards, clean switches and outlet plates.
3. Remove nails and/or hooks from walls and ceilings. If you have used adhesive backed hooks, tape, stickers, carefully remove using care not to damage walls or ceilings. You will be charged for any damage to the walls or ceiling.
4. Remove all cobwebs and clean all walls. Mr. Clean Magic Erasers work well for cleaning walls.
5. Dust/vacuum blinds/drapery if applicable. Wash curtains if washable and re hang. Do not send through the dryer. Clean drapery/curtain rods and hardware.
6. Clean windows and screens inside and out. Clean window frames. Vacuum window tracks and thoroughly clean especially in the corners. Don't forget to open window to clean hidden tracks
7. Clean both sides of door and dust the top edge of door casing. Clean the threshold.
8. Clean light fixtures, globes, fan blades. Replace any bulbs not working.

9. Clean/dust/vacume heater units and/or the closet space they are situated in. Clean vents and grills
10. Clean all door jambs and woodwork.
11. Clean all closets: vacuum and wash shelves.
12. Clean fireplace inside and out and remove all ashes. Clean screen front and back.

### **Bathrooms:**

1. Scrub tub and shower. Use only products recommended for the surface you are cleaning. Clean shower doors and tracks. Remove lime/soap scum. Pay close attention to remove all hair. Polish chrome. Run cold water down the drain when finished. If it does not drain well please notify us. Remove shower curtain and hooks. Remove tub decals and adhesive residue if you applied them.
2. Clean toilet. Clean behind toilet and base of toilet. Remove stains and lime ring from inside the bowl. (You may need to use a pumice stone to remove lime ring from toilet.) Remove automatic cleaners/deodorizers.
3. Clean sink. Remove all lime/soap scum from all surfaces. Polish chrome. Clean counter tops. Pay close attention to remove all hair.
4. Clean medicine cabinet. Clean interior and shelves. Clean mirrors.
5. Clean cupboards, draws and cabinets. Clean all exterior surfaces with mild soapy solution. Vacuum interiors and clean any spills, toothpaste, make-up, etc. Clean under the sink inside any cabinet.
6. Clean windows and screens inside and out. Clean window frames. Vacuum window tracks and thoroughly clean especially in the corners. Don't forget to open window and clean hidden tracks. Clean light fixtures and globes. All lights should be intact and in good working order.
7. Remove nails and/or hooks from walls and ceilings. If you have used adhesive backed hooks, tape, stickers, remove using care not to damage walls or ceilings. You will be charged for any damage to the walls or ceiling.
8. Thoroughly clean/scrub floors. This is best done on your hands and knees. A mop will not remove heavy dirt. Do not wax floor when finished. Clean grout along with tile if your unit has tile floors. Clean baseboards.
9. Remove all cobwebs and clean all walls. Mr. Clean Magic Erasers work well for cleaning walls.
10. Dust/clean/vacuum blinds/drapery if applicable. Wash curtains if washable and re hang. Do not send through the dryer. Clean drapery/curtain rods and hardware.

### **Carport, Patio, Porch, Storage Unit:**

1. Clean patio and brush down all cobwebs.
2. Sweep carport, garage, and or storage room floor. Remove any oil spills from your vehicle. Remove all refuse. Sweep porch
3. Clean light fixtures and globes. All light bulbs should be working.
4. Sweep cobwebs from fence, gates, and under eaves. Patios need to be cleaned, free of weeds and trash.

**General Statements:**

1. Anything you put on must be taken off . Example: toothbrush holder, contact paper, mirrors, etc.
2. Any dirt, refuse, smudges, etc that accumulated while you are in possession of the premises, must be cleaned.
3. All light bulbs should be in good working order and of the right wattage.
4. Do not dispose of large items in the trash containers or leave behind by the trash. You will be charged for the removal of these items. Take container to curb for pick up. Do not place trash in recycle or green waste containers.
5. You will be charged for the time required to pick up cigarette butts outside your unit and for nicotine removal, damage and deodorizing.
6. Turn in keys for residence, laundry room and storage areas when you are officially done (nothing left in or around the unit and all cleaning completed.) You are not considered officially out until I have your keys.
7. Place a change of address with the US postal service. Your deposit will be mailed to your apartment address unless you provide me with a self-addressed envelope. Tell me in writing with all occupants signatures who to mail the check to.

If you want to hire a cleaning company to clean your unit it will need to be scheduled in advance. We recommend hiring a pre-approved cleaning company that knows our expectations so that you don't end up paying twice. Many cleaners advertise move out cleaning but don't fully understand what is expected and things get overlooked.