



Property Management
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APARTMENT MOVE OUT CLEANING CHECKLIST

It has been a pleasure to have you as a tenant renting through Byers & Harvey, Inc. We would like to make your departure a pleasant one. Before leaving the property, please make sure all personal belongings as well as trash have been removed. When a Byers & Harvey, Inc. representative checks out your apartment, the following items will be inspected for cleanliness/damages:

GENERAL

- CARPET VACUUMED (*Please note: carpets will be professionally cleaned after your checkout and charged to your deposit-you need only to vacuum, including the closets. this should be your last step in cleaning your property.)
 - ALL ELECTRICAL SWITCHES & OUTLETS MUST BE WIPED DOWN.
 - ALL LIGHT GLOBES MUST BE FREE OF DUST/BUGS
 - HEAT/AIR FILTER MUST BE NEW (Be sure to wipe down a/c grate, where applicable.)
 - STORAGE AREA CLEANED/SWEPT OUT
 - PATIO/PORCH AREA FREE OF TRASH/BELONGINGS
 - ALL NAILS MUST BE REMOVED FROM THE WALLS. **DO NOT** PATCH ANY HOLES AND **DO NOT** PAINT! (If you paint, your deposit will be charged for re-painting the property.)
 - ALL LIGHT BULBS MUST BE IN WORKING ORDER.
 - PLEASE BE SURE TO CHECK ALL CLOSETS FOR CLEANLINESS, INCLUDING ANY SHELVES.
- **Please note: Bleach is not a cleaner, only a disinfectant.**

LIVING ROOM

- DOORS & HANDLES (Wipe down)
- FLOORS & BASEBOARDS
- WINDOWS & SILLS/SCREENS/BLINDS (Wipe out window sills and at window locks. also, dust blinds.)
- WALLS (If you have anything other than flat paint, you should be able to wash all the walls to remove any hand prints, furniture, smudges, etc. Try a small area first to test the paint.)
- CEILING FAN (Dust fan blades.)
- AIR DUCTS/HEAT VENTS (If on the ceiling, be sure to dust them as well as the ceiling around them.)

KITCHEN

- DOORS & HANDLES
 - FLOORS & BASEBOARDS (Mop the vinyl or tile floors and actually wipe all baseboards.)
 - WINDOWS & SILLS/SCREENS/BLINDS
 - WALLS
 - STOVE/BURNERS/OVEN (**Be sure to replace the drip pans, under the heating elements on the stove top.)
- **Tip: Greased Lightning works better than Easy Off to clean the oven. SOS pads also work very well. Just be sure **not** to use these items on a self-cleaning oven.

****FLIP OVER FOR MORE CLEANING DETAILS!!!****

- SINK/FAUCET/DRAIN(S) ****Tip: Magic erasers, Cameo, or SOS pads will clean a stainless steel sink.****
- DISHWASHER (inside and out, be sure to wipe around the rim of the door.)
- REFRIGERATOR/ FREEZER (The refrigerator must be pulled out and the wall behind it and the floor under it needs to be cleaned. Also, be sure to wash the fridge inside and out.)
- MICROWAVE (Be sure to check the inside top of the microwave.)
- RANGE HOOD/ FILTER(S) UNDER MICROWAVE (If you have a range hood, be sure to replace the filter. Filters under the microwave can be put in the dishwasher to clean.)
- CABINETS & HANDLES/ COUNTERS (Cabinets must be washed inside and out.)

BATHROOM(S)

- DOORS & HANDLES
- FLOORS & BASEBOARDS
- WINDOWS & SILLS/ SCREENS/ BLINDS
- WALLS
- SHOWER, TUB, DRAIN & FAUCET (*Tip: Kaboom is a good cleaner as is Greased Lightning, Comet or Magic Erasers for the hard to clean tub bottoms.)
- SINK, FAUCET, DRAIN (Be sure to clean around the faucet base on the sink and remove any buildup.)
- TOILET, SEAT & BASE (Be sure to clean under the front of the toilet, under the bowl leading down to the base.)
- TOWEL BAR(S)/TOILET PAPER HOLDER/ROLLER
- CABINETS, HANDLES & COUNTERS (Cabinets must be washed inside and out.)

BEDROOM(S)

- WALLS
- FLOORS & BASEBOARDS
- WINDOWS & SILLS/SCREENS/BLINDS
- CLOSET DOOR & SHELVES

UTILITY ROOM/CLOSET

- WASHER/DRYER (If provided, they will be checked for cleanliness and damages. Be sure to clean under and around them.)
- FLOORS
- WALLS
- DOORS

*Failure to turn in all keys provided to you at move in will result in a charge for re-keying all locks.

**If the water or electric have to be turned on in order to clean the property, your deposit will be charged for these additional costs. The minimum re-connection fee charged by the utility companies is \$50.

**Any garage door openers need to be left in the property on the kitchen counter.

Checkouts will be done between the hours of 9:00am and 3:00pm Monday through Friday. Please call at least 3 days in advance if your appointment needs to be changed, and we will try to accommodate you. You will not be penalized if you are not able to be at your inspection, but please turn in your keys at the main office downtown prior to your schedule inspection. If the property is not ready (clean and all personal items removed) by the originally scheduled checkout date AND time, your deposit will be charged a \$20.00 revisit fee. In addition to applicable rent charged per day.

THANK YOU FOR YOUR COOPERATION AND FOR TAKING CARE OF THE PROPERTY!!