



Cleaning & Property Condition Expectations

The following suggestions and helpful reminders are listed to ensure the maximum return of your security deposit. Please use this checklist as a guideline.

The condition of the property will be evaluated according to, but not limited to, the following:

INSIDE:

1. All personal belongings must be removed from the premises.
2. Please remove all nails – DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touch up paint. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling.
3. CARPET CLEANING: Residents are required to have the carpets PROFESSIONALLY CLEANED at the time of moveout. This must be done after you have completely removed all your belongings and vacated the property

DO NOT rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors resurfaces after you have vacated the property you are responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, Residents will be charged for any additional expense.

4. Clean vinyl, wood and/or tile flooring. Clean and dust all baseboards.
5. Be sure to clean or replace Air Conditioner filters with pleated filters as you vacate the property. HVAC and water heater enclosures should be vacuumed.
6. Walls, baseboards and ceiling must be cleaned and free of cobwebs and lint and spot clean walls as necessary.

7. Clean fireplace, hearth and mantle, remove ashes and debris. Be sure hot ashes are properly extinguished prior to disposing.
8. Clean ALL wall switch plates and outlet covers.
9. Clean ALL windows inside and out, clean window sills, miniblinds and vertical slats thoroughly. Be careful not to bend or damage the slats when cleaning.
10. Clean mirrors, window and sliding glass doors with glass cleaner. Clean window and sliding glass door tracks.
11. Clean ceiling fans & light fixtures. Replace burned out or missing light bulbs, be sure to use the correct wattage and type. Replace broken globes. Make sure the ceiling fan blades including the top and light kits are clean. Also check the ceiling surrounding all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.
12. Smoke and Carbon Monoxide alarms must be operative. Replace batteries as necessary.
13. Clean ALL closets, storage spaces and shelving free of dust, spider webs and miscellaneous debris.
14. Clean Kitchen appliances inside and out, replace burned out light bulbs:
 - A. Clean oven, stove and under drip pans. If the drip pans and rings on the range are not clean and in "like new" condition, it would be more economical for you to replace them yourself, rather than to be charged for them. Foil covering drip pans is not acceptable.
 - B. Clean oven/range hood vent including filter.
 - C. Wash out refrigerator and compartments, including freezer. Don't forget to wash off the top exterior of the refrigerator and clean the rubber gasket around refrigerator and freezer door. Clean bottom vent.
 - D. Clean dishwasher. Run empty dishwasher one last time. Use the normal amount of soap you would use for a full load. Wipe down the gasket and the door- repeat with surrounding areas.
 - E. Be sure garbage disposal is clean and free of debris. (Do not use fingers to check). Return/replace sink stoppers.
 - F. All Countertops, cabinets and drawers must be cleaned.
 - G. All cabinets must be cleaned Thoroughly clean and wipe the inside & outside of all cabinets.
 - H. All drawers must be cleaned Thoroughly clean and wipe the inside of all cabinet drawers and shelves.

- I. Clean sinks, faucets and countertops free of stains, scale and rust. Return stoppers to sink.

15. Clean Bathrooms:

- A. Clean counter tops, sink(s), soap dishes, tiles, fixtures, tub and/or showers. Be certain they are free of mold/mildew, soap scum, scale and rust.
- B. Clean mirrors, light fixtures, and medicine cabinets.
- C. Thoroughly clean and wipe the inside & outside of all cabinets.
- D. Thoroughly clean and wipe the inside of all cabinet drawers and shelves
- E. Clean toilets inside and out and remove all lime deposits. Clean toilet seat surfaces, top and bottom.
- F. Mop or vacuum flooring.
- G. Do not use scouring powder to clean acrylic or fiberglass tubs. It will ruin the finish

OUTSIDE:

1. Lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.
2. Any animal droppings are to be picked up and disposed of.
3. All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
4. Replace damaged screens and windows.
5. Walkways, driveways, patios and garage floors must be cleaned and free of oil, grease and other debris.
6. Repair pet damage and treat for fleas / ticks etc.
7. Clean outdoor light globe(s), replace burned out or missing light bulbs.

For more information or help, contact Emerson Property Management at 832-802-0848 or visit www.EmersonPropertyManagement.com