

SBG Move Out Cleaning Checklist

(For reference purposes only)

You are required to leave the property empty and in clean condition. Cleaning issues will NOT be considered to be normal and wear under any circumstances whatsoever.

PROPERTY IS NOT CONSIDERED VACATED UNTIL ALL KEYS (door and mailbox) HAVE BEEN RETURNED TO THE OFFICE.

If the home is not satisfactorily cleaned, has trash or abandoned items, appropriate charges will be deducted from your Security Deposit. If it is necessary for our staff to clean the property, labor will be charged at \$35 per hour.

General:

- Walls should be washed or marks removed.
- Remove all cobwebs from walls and ceilings.
- All vents should be vacuumed and/or washed.
- Clean switch plates.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Fireplace(s) should be clean of all debris, including ashes.
- Drapes should be vacuumed.
- Blinds should be cleaned.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures, cleaned, and put back.
- Everything must be removed from closets (including coat hangers) and shelves need to be cleaned.

Kitchen:

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panels, and dials.
- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned. Replace if they do not appear new after cleaning.
- Clean under and behind stove.
- Clean under and behind fridge.
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Garbage disposal should have ice cubes ran through it.
- Cabinets and drawer fronts cleaned.
- Clean inside and outside surface of microwave, including underside filter.
- Clean inside refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets.
- Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.

- Wipe down all pantry shelves.
- Clean light fixtures and covers.
- Wipe off all electrical covers.
- Clean all walls, including ceilings and corners.
- Mop floor and/or vacuum carpet.
- Wipe down all baseboards.
- Wipe down all woodwork.
- Clean doors and around frames.
- Clean vents on floor or wall.

Living Room:

- Clean electrical outlet covers.
- Clean light fixture and covers.
- Vacuum carpet and edges by baseboards.
- Wipe down baseboards.
- Clean wall, ceiling, and corners.
- Clean windows, window sills and tracks (most windows lift out of tracks for easy cleaning).
- Clean doors and around door frames.
- Clean all vents on floor or walls.
- Clean out closet and wipe down shelves.
- Remove any cobwebs.

Bathrooms:

- Tiles should be washed and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink, and toilet should be cleaned and sanitized.
- Glass door, if applicable, should be cleaned so all of the soap scum is removed.
- Exhaust fans should be taken down and cleaned.
- Clean bathtub, shower walls, and fixtures.
- Clean soap dishes and wipe down towel bars.
- Thoroughly clean toilet inside and out.
- Wipe down all counter tops.
- Clean and wipe out all drawers.
- Clean electrical outlet covers.
- Clean light fixture and covers
- Clean walls, ceilings, and corners.
- Remove any cobwebs.
- Mop floor and/or vacuum carpet.
- Wipe down baseboards.
- Clean doors and around door frames.
- Clean all vents on floor or wall.

Bedrooms:

- Vacuum carpet and edges by baseboards.
- Wipe down baseboards.
- Clean electrical outlet covers.
- Clean light fixture and covers.
- Clean walls, ceilings, and corners.
- Remove any cobwebs.
- Clean windows, window sills, and tracks (most windows lift out of tracks for easy cleaning.)
- Clean doors and around door frames.
- Clean all vents on floor or wall.
- Clean out closet and wipe down shelves.

WALLS

Any marks that exist at the time of move out will be charged according to our scheduled painting charges. Do not use steel wool, "magic wall erasers", or other abrasive cleaners as they scratch the surface. Marking and damage to the walls in any way (nail holes, etc) is not considered normal wear and tear, and will be repaired at move out.

KEYS & MODEM

It is your responsibility to leave the modem (if applicable) inside your residence with ALL cords attached. If any cords are missing or the modem is not present, a \$60 charge will be added to the tenant's ledger to replace the modem. In addition, a tenant is not considered completely moved out until all keys (door and mailbox) have been turned into the SBG office between normal business hours. Failure to turn in keys will result in a \$100 charge per day for every day after the "Move Out Date" indicated on the 30-day Move Out Notice Form. It is the tenants responsibility to turn in keys during SBG's business hours.

Yard Area

- Remove all personal items and garbage.
- Weed all flower beds and mow and edge the lawn (only applicable to units where yardwork is not included).

Garage/Carport (if applicable):

- All trash needs to be removed from the premises.
- Clean any oil stains from floor using an appropriate cleaner.
- Sweep floors.

Miscellaneous (if applicable):

- Clean ceiling fan blades and draperies.
- Empty and clean out storage units and/or garage, deck or patio.
- Replace any burned-out light bulbs throughout home and garage.
- Replace any dead smoke detector batteries.
- Replace furnace filter, if applicable.
- Replace garage remote/keypad batteries if necessary.
- Remove all paper towel holders, adhesives (if you installed).
- Remove hooks, ceiling hooks, mounted mirrors, etc. that you installed. Properly patch holes.

Property should be in the same condition as when you rented it. At a minimum, this means your unit should be thoroughly cleaned, all light bulbs in working order, any and all window (blinds) still intact, and shower curtain rod left in bathroom(s).