

Cleaning Check Out List

**Departure:**

* You must be out no later than your scheduled time.
* Your apartment will be checked for damages and cleanliness.
* Feel free to call for an earlier time or just leave your keys in the fridge and let us know you are moved out.

**Deposit:**

* Any furniture or bulk items left in the apartment garage or in or by the dumpster will result in charges, there is a $45 per piece minimum.
* Your apartment, garage, and or storage locker must be cleaned thoroughly; any additional cleaning charges will come out of your damage deposit.
* A late check out will be taken from your deposit at **$50 per hour.**
* Be sure to contact the utility companies to return service to Irving Properties. Failure to do this will result in a **$100 per utility** deduction**.**
* Please return all keys; (apartment/storage door, security door, and mailbox) missing keys will result in a deduction.
* Any damages to your apartment, building or property, will result in a deduction.
* The deposit can only be returned to the tenants listed on the security deposit form.
* Your deposit will be mailed by the 21st of the month.
* We **MUST** have your forwarding address in order to send your deposit.
* Even if you took the apartment **AS-IS,** you must follow the cleaning guidelines.

**General Cleaning:**

Yes No Wipe down all closet doors and shelves

Yes No Remove all nails, tape, etc. from walls and wash walls if needed. The painters will patch holes.

Yes No Wash all baseboards and heat registers.

Yes No Vacuum, including the edges and corners.

 **Turn Over**

Yes No Clean window sills, by first vacuuming then washing.

Yes No Wipe down air conditioner, take off the cover and scrub clean. Make sure to clean the filter.

Yes No Wipe shelves in closets, tracks and bookcases.

Yes No Replace all burnt out light bulbs.

Yes No Clean all switch plates.

Yes No Window blinds need to be cleaned on both sides.

Yes No Clean out fireplace and screen (if applicable)

Yes No Completely clean laundry room (if applicable)

Yes No Wipe off all sides of ceiling fan.

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**Kitchen:**

Yes No Clean cupboards and drawers. Wash above and under the cupboards as well. Wipe down

the front of the cupboards and drawers.

Yes No Completely defrost and wipe out the inside of the refrigerator. Wipe the outside as well.

Yes No **Leave the refrigerator plugged in and turned on.**

Yes No Clean refrigerator, including drawers.

Yes No Clean stovetop and under the drip pans (soap and water work well). Clean vent and fan filter.

Yes No Clean oven with oven cleaner. Make sure to remove the residue.

Yes No Clean oven racks, drip pans, and broiler pan units. The vent and fan must be completely free of any grease.

Yes No Be sure to carefully clean under and behind appliances.

Yes No Wipe down counter tops thoroughly and sinks with a *Comet or Soft Scrub*, and then a glass

 cleaner.

Yes No Polish stove, vent and refrigerator with glass cleaner.

Yes No Sweep and mop all floors.

Yes No Make sure to clean the dishwasher. For the tough stains try *Iron Out*

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**Bathroom:**

Yes No Clean vanity and cabinets.

Yes No Clean tile with *Tilex* or other mold and mildew remover until they are completely spotless.

Yes No Clean sink with a non-abrasive cleaner.

Yes No Clean mirror with a glass cleaner.

Yes No Clean toilet bowl with a toilet bowl cleaner, included the seat and around the cover.

Yes No Clean the exterior of the toilet including the base and behind it.

Yes No Clean the bathtub, make sure the soap scum is all removed.

Yes No Sweep and mop the floors.

Yes No Clean the exhaust fan.

