

Heritage Property Management

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Move Out Cleaning Guide

It is important to clean the entire unit to Heritage's approval in order to receive your security deposit in full.

This is a list of items that will be inspected at checkout time. Remember that this is a guide, and not the only things inspected. All rooms, carpets, surfaces, fixtures etc. must be cleaned. If the unit is not clean to our standards we will hire a professional cleaner and the charges will be deducted from your deposit. Professional cleaners clean by the hour, not by the room or specific area. Not only will they have to clean any neglected areas, but also they will have to retrace their own steps.

You also will be charged for any damage to the unit including but not limited to windows, doors, fixtures, flooring, excessive nail holes, blinds/drapes, locks/keys, and painting if they have endured more than normal wear and tear. Fire extinguishers (if missing or discharged), and smoke detectors (if missing, broken or have an expired battery) will be replaced at your expense as well.

Remove EVERYTHING from the unit, including garages, storage areas, deck/patio/porch areas, & yards. Leave nothing behind. If you don't want it, neither do we. If anything is left that does not belong there, we will hire someone to haul it away at your expense.

Remember to arrange for utilities to be *taken out of your name* on your lease end date, do not have them disconnected.

ALL GENERAL AREAS & MISCELLANEOUS:

Walls: Wash all walls, especially around switches & appliances; wipe off baseboards, doors, & door/window trim.

Non carpeted floors: Sweep & mop clean, make sure to clean under appliances, behind toilets & in corners. Vacuum carpeted areas to prepare for cleaning.

Windows: Clean the glass inside & out. Clean out window sills & tracks. This applies to sliding glass doors as well.

Appliances: Stoves & fridges must be moved out, cleaned under, behind, on and inside. Do not leave fridge off or unplugged without propping the doors open. Washers & dryers must also be moved out and cleaned under, behind & inside. If your washer & dryer is in a closet with bi-fold doors, they can be removed for easier cleaning.

Light fixtures: Remove fixture covers to clean & replace them. Clean switch plates & ceiling fan blades/ fixtures if you have them. Clean vent fans & covers. Replace burnt out bulbs.

ADDITIONAL KITCHEN & BATHROOM INFO:

Cabinets & drawers: Wash shelves and inside of cabinets, wipe out drawers, wipe clean the front, top, bottom & sides.

Countertops & sinks: Scrub clean. Remove hard water stains with appropriate cleaner.

Dishwasher: Wash front of door & edges by seal. Run a cycle to clean inside.

Refrigerator: Wipe clean the entire fridge inside & out. Clean underneath food bins & drain area. Usually shelves & racks can be removed for easy cleaning. Remove and clean the drip pan underneath. Defrost freezer (if needed) & wipe clean. If you leave the fridge off or unplugged, you must prop open the doors to prevent it from molding inside.

Stove: Inside of oven must be cleaned with oven cleaner unless it has self clean function. Lift the stovetop and clean under the burners. Clean the top, front, sides, knobs, & control panel on stove. Clean the drip pans & rings, replace if needed. Clean the hood & vent fan filter over stove. All grease/food splatters must be gone. Replace bulb if needed.

Storage & medicine cabinets: Clean inside & out, wash shelves, mirrors & tracks. Replace bulbs if needed.

Toilet: Clean & sterilize inside of bowl, base, seat, lid, front, sides, & top.

Shower/bathtub: Clean & sterilize tub, walls, fixtures, & shower doors. Remove soap/lime residue, & hard water stains.

The person performing the checkout cannot provide any information regarding your deposit or its return. They are there just to do the checkout. Remember to leave a forwarding address. Any questions regarding a deposit must be submitted in writing to Heritage.