



## VACATING AND CLEANING INSTRUCTIONS

The following is taken from the Rules and Regulations you signed with your lease or rental agreement.

### I. GENERAL

1. All marks and nails shall be removed from walls and woodwork.
2. Carpeting shall be vacuumed, free of all debris and professionally cleaned. Resident shall provide evidence to Owner that carpet have been professionally cleaned. ***Copy of paid receipt is acceptable.***
3. All windows, sills and tracks shall be washed inside and out.
4. All light fixtures shall be cleaned and free of dust, debris and bugs.
5. All burned out light bulbs shall be replaced; replacement of bulbs will be charged according to the following:

<i>Standard 60 watt light bulbs</i>	<i>\$2.00 each</i>
<i>Large round bath bulbs</i>	<i>\$4.00 each</i>
<i>Fluorescent tubes</i>	<i>\$2.00 each</i>
<i>Recessed can lights</i>	<i>\$4.00 each</i>

6. All linoleum and tile floors shall be washed. Hardwood floors shall be damp mopped.
7. Blinds shall be cleaned and dust-free. *A professional blind cleaning company will perform the work if it has not been completed and Resident will be billed accordingly.*
8. All trash shall be removed from the premises, including yard, patio and garage.
9. The fireplace shall be cleaned out and free of debris.
10. Provide Owner with paid receipts for final payment on all utilities.

### II. KITCHEN

1. Refrigerator and freezer shall be defrosted and entire unit cleaned inside and out. Please leave the refrigerator running.



2. Floor under refrigerator shall be cleaned and back coils shall be vacuumed.
3. All cabinets and drawers shall be cleaned inside and out and shelf paper removed.
4. All counter tops and cutting boards shall be cleaned.
5. Oven, microwave and range top shall be cleaned, including drawer under oven and area under top of stove.
6. Dishwasher shall be cleaned inside and out.
7. Sink and faucet shall be cleaned and wiped out.

### **III. BATHROOM**

1. All cabinets and drawers shall be cleaned inside and out and shelf paper removed.
2. The tub and surrounding walls shall be cleaned and free of soap scum and/or mildew.
3. The mirror shall be clean.
4. The medicine chest shall be cleaned inside and out.
5. The toilet(s) shall be cleaned inside and out and shall be free of hair and urine stains.
6. The sink(s) and faucet(s) shall be clean and free of residue.

### **IV. LANDSCAPING**

1. Lawn shall be mowed, edged and all clippings and debris shall be removed.
2. All flowerbeds shall be free of weeds and debris.
3. All fallen leaves shall be removed.
4. Driveway, sidewalks, patio and porches shall be swept or hosed off clean.
5. All yard drains and basins shall be cleaned.



## V. PAINTING

If, in the sole discretion of the Owner, interior painting is required, the amount charged to the Resident for interior painting shall be based upon the length of occupancy by the Resident multiplied by the percentage shown in the following schedule:

<i>Length of Occupancy</i>	<i>Percentage of cost charged to Resident</i>
1 to 11 months	100%
12 to 18 months	75%
19 to 23 months	50%
Over 24 months	0%

All paint preparation costs, included repairs to damaged drywall, nail holes, patches, etc. will be charged at 100% of the cost to the Resident regardless of the length of occupancy.