

ATLANTA AREA PROPERTY MANAGEMENT

Move-Out Cleaning Checklist

Our expectations for your move-out are detailed below. You must have your home cleaned and left in the SAME or BETTER condition than it was received and ready for the next tenant prior to your termination date. If your move-out is not completed on or before your official termination date, you will be charged the daily holdover rate listed in your lease. Any damage or cleaning that we have to perform after you vacate the premises will be deducted from your security deposit.

You will receive a Move-Out Letter listing the exact reasons for the retention of any portion of your Security Deposit. If the reason for the retention is based upon damage to property, this damage will be specifically listed in the Move-Out Letter. The Move-Out Letter will be prepared within three (3) banking days after the termination of occupancy and funds will be sent to your forwarding address within 30 days. If you vacate the property or terminate occupancy without notifying us, our final inspection will be made within a reasonable time after discovering the vacancy. You are not required to be present during our move-out inspection but may request to be there.

1. General Cleaning

- ✓ Wipe doors and walls; remove marks
- ✓ Dispose of all trash from the premises. Do not leave it piled at the end of the driveway, porch, decks, or yard – you will be charged if we have to remove it
- ✓ Test smoke alarms; replace batteries if they are not working; replace alarms that you removed
- ✓ Vacuum HVAC vents and registers
- ✓ Clean out fireplace of wood and ashes, wipe mantles and clean up any smoke off the outside
- ✓ Dispose of any unused wood from the premises; do not leave any fireplace wood in the yard
- ✓ Replace missing, broken, burned out light bulbs with appropriate wattage and type of bulb
- ✓ Remove picture hangers and fill holes, touch up with matching paint. If none is available on the premises, you will be responsible for obtaining matched color at Home Depot
- ✓ Remove tape and stickers being careful not to damage sheetrock
- ✓ Clean light fixtures, dust ceiling fans, globes, blades, and ceiling area around fixture
- ✓ Clean windows, window sills, blinds, window treatments and drapery
- ✓ Vacuum carpets and have carpets professionally cleaned, mop hardwood floors with hot water – do not use soap of any kind on floors
- ✓ Dust off walls, baseboards, door handles, and above the doors
- ✓ Clean chair rails, banisters, and built-in units, closets/pantry shelves

2. Bathrooms

- ✓ Clean tub and/or shower, sink, countertops, shower head, and all faucets
- ✓ Remove all mold, mildew and soap scum with non-abrasive cleaners and spray bleach bathroom cleaner
- ✓ Clean tub/shower doors removing all soap scum (glass should not be cloudy)
- ✓ Clean toilet bowls and lids thoroughly. Remove any product that colors toilet water, clean toilet tank and around the base of the toilet
- ✓ Clean medicine cabinets, mirrors, and shelves
- ✓ Clean sink drawers and cabinets Remove shower curtains and rings; Thoroughly clean floors, baseboards, and grout (if ceramic tile is installed)

3. Laundry Room/Area

- ✓ Wipe the washer/dryer if they belong to Landlord, including knobs, lint filters, lint exhaust

_____ Tenant Initials – I (we) have read and understand this page of the Exhibit

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- ✓ Clean the inside drums
- ✓ Vacuum all dust from behind the units, clean the water spigot area
- ✓ Clean shelving and cabinets, throw away laundry products

4. Kitchen

- ✓ Clean out all food from cabinets, pantry, freezer, and refrigerator (do not turn off refrigerator)
- ✓ Thoroughly clean all appliances removing all food debris, spillage and stains
- ✓ Clean oven, racks and oven door. Make sure no oven cleaner residue is left, remove all grease
- ✓ Clean stove drip pans and rings (replace if necessary), burners, knobs, panel, and glass tops (no abrasives), remove all grease
- ✓ Clean bottom drawer of oven
- ✓ Carefully remove any stickers/tape you may have put on the outside of any appliance
- ✓ Clean inside drawers and cabinets, wipe down cabinets and cabinet doors and knobs
- ✓ Pull refrigerator away from wall and clean floor beneath and the wall behind it (be extremely careful not to damage floor, clean the front grill at the bottom)
- ✓ Wipe off top of refrigerator
- ✓ Clean sink, faucet and wipe drain pipes under sink
- ✓ Mop kitchen floor and clean grout on ceramic floors

Note: any appliance parts that are broken or damaged, such as racks, drawers, shelves, etc. are expensive and must be ordered. You will be charged.

5. Exterior

- ✓ Clean decks, patios, porches, and steps
- ✓ Dust off exterior doors and light fixtures; remove cobwebs; Replace burned out light bulbs
- ✓ Mow lawn, cut bushes to below windows, and edge lawn (if Tenant is responsible for lawn care)

6. Charges

Charges will be assessed for damages that have occurred, fees/charges due, or any cleaning expenses incurred during your stay in the rental property. If you have roommates, the total charges will be divided evenly among Tenants that paid the Security Deposit and will be deducted from the Security Deposit. Damages and cleaning that exceed the Security Deposit MUST BE PAID promptly.

7. Vacating and Checking Out

We will schedule a date with you to walk through the property. You are welcome to attend so that you may immediately address any problems we find. If you do not attend, we will email a list of problems and you will have until the end of your lease (date specified in your written notice) to cure.

END OF MOVE-OUT EXPECTATIONS

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