

The following is a list of reminders for you to consider while preparing for and during your move.

GENERAL

- Wash all light fixtures in warm water.
- Replace any burnt out or missing light bulbs.
- Wash interior windows.
- Vacuum/clean carpet.
- Clean floors (including under any moveable appliances).
- Clean & dust all closets & shelves.
- Secure all exterior doors when leaving.
- Clean exhaust fans in kitchen and bathrooms.
- Clean fireplace (if applicable).
- Clean hand prints, dirt, crayon & writing off walls & doors.
- Remove everything you brought with you – including trash, furniture, car parts, tires, etc.

KITCHEN

- Wash refrigerator interior & exterior with warm water & dry.
- Remove shelves & drawers from refrigerator. Wash with warm water, dry & replace.
- Move refrigerator and clean behind & underneath. **DO NOT TURN OFF!!**
- Wash interior and exterior of cupboards and drawers.
- Clean sink, bread board & counter tops.
- Remove oven racks, drip pans and element rings. Soak in hot water to clean, dry & replace.
- Clean oven.
- Wash exterior of stove, under elements, drawer & control panel with warm water & dry.
- Clean range hood.
- Wash dishwasher exterior & run a wash cycle with empty dishwasher.

BATHROOM

- Clean bathtub, shower doors, sink, mirror, vanity & toilet.
- Clean interior & exterior of medicine cabinet and linen closet.
- Clean counter tops and all surrounding tile/Formica/tub surround in bathroom.
- Clean all mildew off door, ceiling & walls (using 25% bleach solution).

ATTIC/BASEMENT/GARAGE/OUTSIDE STORAGE

- Clean & dust all shelves & cupboards.
- Sweep all floors.

EXTERIOR

- Cut grass and weed eat edges.
- Remove all pet feces.
- Arrange to have trash cans, recycling cans & yard waste cans emptied.

Please remember that you will be charged for rent until the keys are actually returned to the office and your rental period has expired, all actual damages and all cleaning (as compared to your original move-in inspection). Your move-out inspection will be scheduled **AFTER** we have received all of the keys—please be sure to round up keys given to friends, neighbors or relatives as you will be charged for changing locks if any keys are not returned.

Thank you for your cooperation.

Steven L. Weinman, Owner/Agent
A Licensed Real Estate Broker

Tenant signature

date