

MOVE-OUT CLEANING CHECKLIST

CLEANING REQUIREMENTS FOR VACATING TENANTS

Everyday tenants just like you move out of their rental home without thinking about the potential fees that could be deducted from their security deposits, only to be unpleasantly surprised at what those fees add up to when (or if) they get any of their security deposit refunded.

The owner of your rental is in business to make a profit renting their real estate. They don't turn a profit from the cleaning and repair of your rental. Therefore their expectation is to get the property back from you in near perfect condition. Exceptions that fall under normal wear and tear only go so far, and it does not go far enough to cover burned out or missing light bulbs, dirty floors, walls, doors or baseboards, etc.

The following cleaning requirements must be accomplished before vacating the property and the property should be left thoroughly cleaned. Consider using this checklist to ensure you've covered all of your responsibilities by check off each item as you complete it. Whether you do the cleaning yourself or hire a professional to do it, each item must be completed upon vacating. Every item will be examined for completion when we inspect your unit at move-out.

Carpets must be professionally cleaned upon vacating. Call AA Carpet Cleaning and (210) 674-4700 to schedule your carpet cleaning. Tell them you are a Liberty Management tenant and you will receive a discount. A copy of your receipt must be turned into Liberty Management. If another company is used and carpets are not cleaned to our standards, you risk the chance of having the carpets re-cleaned at your expense.

Remember that all keys, remotes controls and pool cards must be returned to our office and we must have a forwarding address in order to refund your deposit. Also, please keep in mind that your refund will take up to 30 days to be returned. Finally, there may be additional cleaning concerns that are specific to your rental home that may not be covered in this checklist, so be thorough.

Entire Dwelling:

- Remove all of your belongings.
- Repair any minor damage you caused. If substantial, hire a professional to fix it.
- Remove all garbage and clean trash receptacles. All trash must be removed from the premises.
- Smoke alarms must be operational; Replace batteries as necessary.
- Clean fireplace, hearth, and mantle; Remove ashes and debris.
- Repair pet damage and treat for pests.
- All plumbing is to be free of any blockages.
- All dead pests must be removed. Flea bomb if you've had a pet. All pet odors must be removed.
- Leave ALL utilities on until your move-out inspection has completed.

Windows, Glass and Patio Doors:

- Clean all window and door channels and frames thoroughly. Pay attention to the corners.
- Clean door screens and tracks.
- Clean all interior and exterior window panes and glass doors and leave free of streaks and dirt.
- Clean all mini and vertical blinds one by one. Clean all window sills and curtain rods. Clean all drapes and valances.
- Replace broken or missing windows panes and screens.
- Replace all damaged or broken window coverings.

Floors:

- All vinyl, linoleum, laminates and hardwood floors must be swept completely, cleaned and washed as per manufacturer directions. All non-carpeted floors must be cleaned, mopped and free of dirt and grime.
- DO NOT use bleach or ammonia based cleaners on laminate or hardwood floors as these may cause damage to the floor. Only use a damp mop when mopping these types of floors.
- Vacuum all carpeting in preparation for professional carpet cleaning.

Doors:

- Clean front door, inside and out.
- Both sides of all doors including closets must be cleaned and free of any grease, grime, crayon or marker, scuffs, and hairspray residue.
- Remove all unauthorized bedroom locking door knobs installed by tenants.

Light Fixtures / Ceiling Fans:

- Remove all globes, fixtures, etc. and clean both sides. Replace broken globes.
- Ensure that each fixture has the correct type of bulb in it; i.e. inset lights have flood light bulbs, dimming switches have dimmable bulbs, etc. Be sure to use the correct wattage and ensure all lights are operational.
- Clean ceiling fan blades (both sides) as well as the mount on all fans
- Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.

Walls / Ceilings:

- Wash and spot scrub all walls and ceilings (except popcorn ceilings) to remove any grease, food spillage or splatter, mold or grime. All crayon and/or furniture marks must be removed as well.
- Remove all nails, screws, staples, etc. you used to hang anything but **do not patch or spot paint**. Our painter will repair all nail holes. Any holes larger than a nail hole and any other damage to drywall must be repaired professionally. If you touch up paint make sure the paint will match. If the paint does not match, you will be charged for repainting the affected areas.
- Vacuum top of all baseboards.
- Baseboards should be wiped clean of dust and pet hair.
- Remove any dust from ceilings and A/C vents.
- Clean all wall switch plates and outlet covers. Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- Check/clean or replace any cracked or missing phone or TV wall plates

HV/AC Unit and Vents:

- Remove all vents and clean
- Clean floors surrounding vents
- Vacuum intake area under HVAC unit if applicable
- Replace particulate filter

Furnace / Water Heater:

- Wipe exterior portions of furnace and water heater. **Do not dismantle any parts.**
- Clean furnace cold air return vents and install new filter.
- If furnace/heater closet is accessible, remove cobwebs from ceiling and walls and vacuum or sweep and mop floor.

Kitchen:

Stove / Range / Range Hood / Bottom of Micro Hood:

Range Hood/ Bottom of Stove must be cleaned THOROUGHLY! The entire surface area, including the eyes and underneath the eyes, the vent hood, the oven and storage area should be clean and free of grease. The drip pans should be replaced. The filter in the vent hood should be removed, washed, dried and put back in place. HINT: Put the filter in the dishwasher and run through a normal cycle.

SELF-CLEANING OVENS NOTE: Do not clean oven racks or other range accessories in self-cleaning ovens. Do not use oven cleaner in self-cleaning ovens, as it will damage the interior surface.

- Scrub all rims, ridges and underside of hood to remove all grease splatter and grime
- Clean stove top range hood.
- Clean exhaust fan vent filter and light.
- Clean all metal parts of burners, including the prongs of electric cooking elements.
- Clean or replace stove burner drip pans so they look new.
- Remove lower drawer and clean under stove.
- Clean control knobs. Any broken stove knobs must be replaced.
- Wash and dry outside of stove.

Oven

- Clean inside of oven, oven racks (both sides), broiler pan, drawers. Soak in hot water to clean, dry well.
- Clean top and bottom edges of oven door.
- Remove all oven cleaner residue or self cleaner ash from interior of oven.
- Clean under elements.
- Pull freestanding electric ranges away from wall to clean the floor, wall and sides of range
- Do not attempt to pull gas ranges away from the wall** - clean floor under gas ranges by removing drawer.

Dishwasher:

- Clean racks, baskets, rollers, gaskets, door edges and walls so they are free of food particles and soap film
- Clean inside and out of dishwasher. It should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

Refrigerator:

- Remove all food from refrigerator
- Unplug refrigerator while cleaning.
- Clean thoroughly inside and out with a disinfectant cleanser or warm water.
- Clean both sides of shelves.
- Clean butter, vegetable, meat and dairy storage compartments. All should be clean, free of mildew, dirt and grime.
- Freezer must be defrosted and cleaned.
- Remove and clean kick plate and vacuum out coils.
- Remove, empty and clean drain pan.
- Clean folds in and underneath rubber seals on doors.
- Pull refrigerator away from wall and clean all exterior portions including top.
- While appliance is pulled out clean walls, sides of cabinets and sweep and mop floors thoroughly.
- Vacuum and wipe power cord and coils on back and/or underside of refrigerator.
- After refrigerator has been thoroughly cleaned and dried, reconnect cord and set control to 3 or 4.

Cabinets and Drawers:

- Shelves, drawers, turntables and cutting boards must be completely free of food particles, grease, greasy or sticky substances, dirt, dust and hair.
- Clean both sides of cabinet doors and drawer faces to remove grease specks, fingerprints, dried-on foods, etc.
- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean and disinfect all countertops

Sink and surrounding areas

- Garbage disposal, if available, should be in proper working order and free of garbage. With cold water running into the drain, turn garbage disposal on to flush. Remove any leftover food or other items in disposal. Run baking soda through the disposal. Remove black rubber gasket and clean thoroughly. Clean opening before replacing gasket.
- Clean sink, drain, chrome fixtures and pipes under sink.
- Clean and shine up the sinks, faucets and handles.
- Clean all backsplash areas to remove grease, dried-on food, dust and cobwebs.
- Clean all countertop areas, especially in the corners.
- Clean cabinet fronts
- Clean microwave – inside and out. Clean any other appliances

Bathroom(s):

Toilets:

- Scrub with disinfectant cleanser
- Remove all dirt and stains
- Clean top of toilet tank, toilet lid, seat (both sides), bowl and base completely
- Scrub toilet of all rust, lime and scale inside and out

Sinks:

- Clean sink, drain, chrome fixtures and pipes under sink.
- Clean and shine up the sinks, faucets and handles.

Mirrors:

- Clean all mirrors so that they are streak free and free of dirt
- Clean all glass (e.g., shower doors, mirrors, etc.)

Floors:

- Sweep and mop or vacuum floor
- Vacuum and/or wash rugs
- Don't forget to clean the floor and baseboards!

Showers and tubs:

- Clean shower walls, bathtub interiors and shower doors meticulously to remove all dirt, soap build-up, mold, and hair. Bleach the grout. Shower doors and frames must be completely clean

Vanities and cabinets:

- Clean medicine cabinet shelves and both sides of doors
- Clean the inside of medicine cabinet
- Clean interior and exterior of cabinets and drawers
- Clean out the bathroom drawers and vanity, making sure you get all the hair out
- Replace all broken or missing bathroom towel racks and toilet paper holders.

Lights, ceiling and ventilation:

- Clean vent fan cover.
- In bathrooms with exposed bulbs, remove bulbs (when cold), clean and replace
- Wash all walls and ceilings to remove mold, grease or other particles.
- Clean light fixtures, and replace any burned out light bulbs

Bedroom(s):

- Carpeting: Vacuumed thoroughly.
- Overhead light fixtures/ceiling fans: Washed and replace bulbs if necessary.
- Closets: Washed inside and out.
- Windows/Blinds: Washed inside and out, as well as screens and tracks.
- Vents/Registers: Dusted and washed.

Windows & Doors

- Wash all windows inside and out.
- Clean out window tracks.
- Wash all window sills and screens (damaged screens must be replaced).
- Windows must be closed and locked.
- Clean all blinds and window coverings.
- Remove all unauthorized bedroom locking door knobs installed by tenants.

Living areas and hallways

- Carpet: Thoroughly vacuumed.
- Closets: Washed inside and out.
- Vents/Registers: Dusted and washed.
- Light fixtures/ceiling fans: Washed and have bulbs replaced if necessary.
- Windows/Blinds: Washed inside and out, including screens and tracks.

Laundry Area:

- Floor: Scrubbed.
- Walls: Washed down, dust removed.
- Doors: Washed inside and out.
- Window/Blinds: Washed inside and out, including screen and track.
- If renting the washer and dryer:
Wash down tops and sides of both appliances. Wash inside washer lid and around soap dispenser area. Clean dryer lint filter.

Exterior:

- Entire lawn must be neatly mowed and edged.
- Edge around walkways, driveways and patios.
- Trim (weed whack) around foundations, flowerbeds, shrubs and fences.
- Rake grass clippings and leaves.
- Remove weeds and dead plants from flower beds.
- Yard watered and remove all trash and debris.
- Any animal droppings are to be picked up and disposed of.
- Fill, level and seed holes from pets and repair all other damage caused by pets.
- Trees and shrubs trimmed or pruned.
- Pull the weeds and weed flower beds if applicable.
- Pick up any trash in yard.
- Remove all personal items from yard.
- Clean all exterior light fixtures and ensure light fixtures have working bulbs or fluorescent lights.
- Patios, balconies and storage closets must be swept and free of debris and trash.

Garage/Storage

- Remove all items from Garage and shed or storage areas
- Clear out all refuse, boxes, and debris
- Sweep out or vacuum any storage areas and garages
- Sweep between wall studs and around garage door(s) to remove cobwebs, dust and debris
- Clean cobwebs from walls and rafters as far as can be reached with a broom
- Clean ALL closets, storage spaces and shelving of dust and debris.
- Ensure that each light fixture has all working bulbs
- Clean light fixtures, light switch and outlet covers, shelves and both sides of entry/exit doors

Driveway:

- Should be completely empty and swept.
- Clean oil stains
- Clear up all refuse, boxes, and debris
- Clean outdoor light fixtures, replace burned out or missing light bulbs.

- Haul away all garbage. No trash shall be left behind; DO NOT leave garbage, personal items or furniture at the curb.

Save yourself from a stress headache: Hire a professional cleaning service!

Our experience has been that after the work and stress of moving out, tenants may be too tired to clean the house. We recommend considering a professional cleaning company. If you hire a professional cleaning service you should provide them a list of what we expect and oversee and inspect their work. You are certainly free to choose any company or use our recommended company:

Covenant Works

Contact: Cross Ortiz

Office: (210) 541-8883 | **Cell:** (210) 367- 4193

www.covenantworks-sa.com

Family Owned & Operated / Insured & Bonded

All of the aforementioned items on this checklist need to be done prior to your move-out inspection so that you can RECEIVE YOUR FULL SECURITY DEPOSIT BACK! Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy will be deducted from your Security Deposit. Failing to spend an hour or two doing these easy cleaning chores can easily cost you hundreds of dollars in charges against your security deposit.

If additional money is needed to restore said home, Landlord will send Tenant a bill and/or file legal suit for said money in court. Your Security Deposit will be mailed within 30 days of your move-out inspection to the address you provide to your Landlord (if no new address is given, any remaining Security Deposit money will be mailed to current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address). Please also note the replace/repair cost for items you leave in disarray. If you deliver your home in the same condition it was in prior to your tenancy it will ensure that you receive the most money possible. Please follow these guidelines to maximize the return of your security deposit.

Remember: All exterior doors must be securely locked, including the garage, and at least one door key returned to us.

Good luck with your move!

Possible Cleaning Charges to Security Deposit:

Note: These minimum charges are subject to change at any time without notice.

Clean Carpet	\$150 +	Oven or Stove	\$75 +
Vent Hood	\$35 +	Replace Range Pans	\$40 +
Refrigerator	\$50 +	Freezer	\$20 +
Counters/Cabinets	\$5 +	Toilet	\$30 +
Drawers/Sinks	\$5 +	Bathtub	\$30 +
Dishwasher	\$20 +	Mirrors (each)	\$10 +
Mini-Blinds (each)	\$20 +	Windows (each)	\$10 +
Vertical Blinds (each)	\$35 +	Floors	\$30 +
Ceiling Fans	\$25 +	Patio	\$25 +
Sliding Glass Door	\$25 +	Clean Garage	\$50 +
Cleaning dirty vent hood	\$35 +	Furniture Removal	\$100 +
Cleaning walls (per wall)	\$35 +	Vertical Slats	\$15 +
Re-keying when no keys are returned	\$85 +	Light Bulbs (each)	\$5 +
Trash Removal from interior of house	\$65 +	Specialty Bulbs (each)	\$15 +
Trash Removal from exterior of house	\$65 +	Screens	\$35 +
Wash windows and tracks	\$20 +	Window	\$200 +
Cleaning Fireplace	\$35 +	Oven Rack	\$30 +
Drip Pans (all 4)	\$45 +	Switch Plates (each)	\$5 +
Light Fixtures	\$100 +	Battery for smoke alarm	\$10 +
Door Replacement	\$100 +	Blind Wand	\$5 +
Light Globes	\$25 +	Reinstall Doors on Track	\$30 +
Toilet Seat	\$40 +	Tub stopper/Drain covers	\$15 +
Service call / Trip Charge	\$45 +		