

PERSONAL MOVE-OUT GUIDELINE

**** Do NOT have your name removed for the XCEL billing prior to the last day of your lease term.**

**** Do NOT attempt to patch or paint any nail holes.**

**** Do NOT use Magic Erasers to clean any walls, as it removes the paint.**

1. FLOORING - CARPET/VINYL/TILE AREAS

- _____ A. Vacuum – including around baseboards. **DO NOT** attempt to steam clean or remove spots.
- _____ B. Sweep and mop vinyl/tile areas.

2. WALLS

- _____ A. DO NOT attempt to patch or paint any walls as you will be charged for any attempted repairs.
- _____ B. Dust down cobwebs on walls and trim. Wipe down all woodwork
- _____ C. Clean switch and outlet cover plates.
- _____ D. Dust heat and cold air grills.

3. WINDOWS AND BLINDS

- _____ A. Clean sills and tracks on windows.
- _____ B. Blinds – Wipe with damp rag and remove cobwebs.

4. BATHROOMS

- _____ A. Clean tub and sink including faucets. (No abrasive cleaners such as Comet or SOS pads)
- _____ B. Clean vanity and drawers including mirror and medicine cabinet.
- _____ C. Thoroughly clean toilet inside and out.

5. KITCHEN

- _____ A. Clean cabinets and drawers inside and out, including counter tops and top of cabinets.
- _____ B. Scrub out sink, sink strainers and polish faucet.

STOVE/OVEN

- _____ A. Clean stove top surface including control panel (**WITH SOAP AND WATER ONLY**).
- _____ B. Lift stove top if possible and clean under burners.
- _____ C. Clean inside of oven:

_____ 1. **Self cleaning – use self-cleaning mode (remove racks first)**

_____ 2. **Non-self cleaning:**

- _____ Clean with oven cleaner
- _____ Clean racks
- _____ Wipe out all oven cleaner residue.

- _____ D. Clean inside storage drawer.
- _____ C. Clean entire exterior of range (**DO NOT USE OVEN CLEANER**)

REFRIGERATOR

- _____ A. Clean interior of refrigerator and freezer including under drawers, door panels and door gaskets.
- _____ B. Clean floor under refrigerator.
- _____ D. Clean exterior of refrigerator.

DISHWASHER (IF APPLICABLE)

- _____ A. Clean entire dishwasher inside and out.
- _____ B. Run through cycle with no dishes in unit.

MICROWAVE (IF APPLICABLE)

- _____ A. Clean inside and out.

6. LAUNDRY/UTILITY ROOM

- _____ A. Clean washer and dryer inside and out. (**IF SUPPLIED BY SCHEPPKE REAL ESTATE LLC**)
- _____ B. Remove all laundry products, empty containers, lint and used dryer sheets.

7. GARAGE

- _____ A. Sweep clean and put Floor Dry on any oil or grease spot in garage and on driveway.

8. MISCELLANEOUS

- _____ A. Dust ceiling fan blades and light fixture.
- _____ B. A working light bulb must be in every socket, including refrigerator and range.
\$3.00/Reg. Bulb - \$5.00/Flood Light
- _____ D. Remove **ALL** personal property
- _____ E. Clean out and sweep basement/storage area.
- _____ F. Return all apartment keys, mail box keys and garage door openers.
\$25.00 (up to 4 keys) - \$55.00/Lock - \$30.00/Remote Opener
- _____ G. Leave a forwarding address for your security deposit return.