

## Trilogy Property Management

### Check-out Cleaning Checklist

To help tenants maximize their renter's cleaning deposit refund, the following basic checklist is provided. There may be other areas particular to your rental that need attention also. The more items you complete well yourself, the more you will save by eliminating the hiring of a professional cleaning service and the larger your refund check will be.

1. Remove all **personal property** left in the house, garage or yard. Any items left after the lease expiration date will be disposed of at the tenant's expense.
2. **Walls, ceilings, doors, mirrors, and built-in cabinets throughout the rental** should have all dirt, grease, food or drink residue, stains, mold, mildew as well as nails, staples and tape removed.
3. **Kitchen appliances, exhaust fans, cabinets and drawers** as well as the sink, countertops, floor and ceiling should be free of all grease and thoroughly cleaned.
4. **Bathroom tub & shower, toilets, sinks and all vanity tile/tops and floors** should be thoroughly cleaned
5. **Carpets** should be vacuumed and **hard floors** should be swept and mopped. Carpets must be professionally cleaned. Be sure to provide a receipt of your carpet cleaning or it will be done and charged back to you.
6. Replace all burned out **light bulbs** and wash and replace **ceiling light globes or wall sconces**.
7. All **porches, garages and storage areas** should be totally cleaned out and swept.
8. Water the **lawn** until it is green.

Finish cleaning, leave all **keys** on the kitchen counter and **lock all doors**. **Vacate** your rental by noon of the lease expiration date as cleaning and maintenance crews, if needed, usually arrive at noon. Be sure to leave us your forwarding address.

Thank you for renting from us. Good luck to you in the future.