



**MINNICK
MANAGEMENT
556-7187**

MOVE-OUT CLEANING CHECKLIST

This checklist and the attached charge list (these are general estimates) will be used to make sure your rented property is clean and in the proper condition. This will ensure a timely inspection and authorization of the release of your security deposit. Our goal is to return your security deposit as soon as possible. Please follow the general cleaning guidelines and checklist listed below to help us accomplish this goal!

Upon return of this completed cleaning checklist, our Property Manager will conduct an inspection using the original inspection report that was provided when you first moved in. We expect the premises to be in the identical condition, minus normal wear and tear. The Property Manager will have the final responsibility of determining “normal wear and tear” and what is the result of damage, abuse, or neglect.

GENERAL CLEANING GUIDELINES

- The residence needs to be empty and in a clean “move-in” condition. Cleaning issues will NOT be considered to be normal wear, under any circumstances whatsoever. All surfaces must be clean to the touch.
- All carpets need to be professionally cleaned. The carpet cleaning receipt is required to be submitted to Minnick Management, INC. All other flooring needs to be swept and moped.
- All trash and personal property must be removed. All personal property including furniture, motor vehicles, and all other items not on the property when you moved in, must be removed from the home and the surrounding property. *Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at YOUR expense.*
- Outside hoses must be disconnected and stored
- All doors and windows must be properly locked and/or fastened.
- All keys and garage door remotes MUST BE returned to your Property Manager on the last day. All keys and remotes must be labeled with the address of your rented property. You will be charged for any missing remotes plus the cost to reprogram the replacement remote.

MINNICK MANAGEMENT INC.
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MOVE-OUT CLEANING CHECKLIST

KITCHEN

- Cupboards and drawers emptied, cleaned and vacuumed.
- Windows cleaned/blinds dusted.
- Refrigerator and freezer emptied and cleaned.
- Windowsills, frames, and cracks cleaned.
- Top and outside of refrigerator cleaned.
- Refrigerator pulled out and floor cleaned underneath (Be careful not to scratch and/or damage the floor!).
- Heat vents and/or registers cleaned. Stove surface cleaned (knobs, display, etc).
- Oven interior and racks cleaned.
- Stove drip pans scoured/cleaned/or replaced (If drip pans are replaced make sure they are the correct size!).
- Stove bottom drawer cleaned.
- Stove top lifted and scoured (If applicable).
- Floor cleaned under stove
- Floor and baseboards scrubbed/cleaned.
- Kitchen counters cleaned.
- Sink cleaned and hard water spot removed.
- Burned out lights replaced with similar bulbs.
- Window blinds cleaned.
- Outlets and switch plates covers cleaned.
- Ceiling free of cobwebs and dust.
- Dishwasher front and inside cleaned.
- Walls wiped down and remove any smudge marks.

BEDROOMS

- Walls wiped down and remove any smudge marks.
- Floor and baseboards scrubbed and cleaned.
- Outlets and switch plate covers cleaned.
- All surface areas cleaned.
- Ceiling free of cobwebs and dust.
- Dishwasher front, inside cleaned, and remove any debris from drain.
- Burned out light bulbs replaced with similar bulbs.
- Heat vents and/or registers cleaned. Doors and door handles cleaned of grim.

BATHROOM

- Ceiling exhaust fan cleaned.
- Medicine cabinets emptied and cleaned and vacuumed.
- Toilet tank, bowl, and base cleaned scrubbed/cleaned/sanitized.
- Floor and baseboards scrubbed/cleaned.
- Sink(s) cleaned and hardwater spots removed.
- Shower curtain removed.
- Outlets and switch plates cleaned.
- Ceiling free of cobwebs and dust.
- Vanity surface cleaned and any drawers and cupboards cleaned and vacuumed.
- Mirror(s) cleaned.
- Shower and/or tub enclosure scrubbed/cleaned (free of soap scum and mildew).
- Burned out lights replaced.
- Doors and door handles cleaned of grim.
- Walls wiped down and remove smudge marks.

LIVING ROOM

- Windows cleaned.
- Windowsills, frames, and cracks cleaned.
- Blinds cleaned/blinds dusted.
- Carpets vacuumed and professionally cleaned.
- Baseboards scrubbed/cleaned.
- Heat vents and/or registers cleaned.
- Outlets and switch plates covers cleaned.
- Ceiling free of cobwebs and dust.

CLOSETS

- Vacuumed and carpets (if present) professionally cleaned.
- Doors and shelves cleaned.
- Ceiling free of cobwebs and dust.
- Doors and door handles cleaned of grim.

OTHER

- All personal belongings and trash removed from apartment/garage/storage spaces.