

# PACIFIC COAST RENTALS

Formally known as American Property Mgmt

## Cleaning Check List for vacating tenants.

Items that must be cleaned before vacating a rental through Pacific Coast Rentals. Just know the more you choose to do, the less Pacific Coast Rentals has to arrange. My suggestion is to take that advice. Just know: the more you do the more security deposit you will get back. If you choose to not do as much as you can then your security deposit will reflect the outcome.

### Exterior/Front Doors:

- Wipe down inside and outside of doors with simple green or 409 or similar products.
- Dust or wipe the top of all door frames.
- If you have a window on your front door clean the glass in & outside of the glass and the frame
- Remove any and all spider webs on or around the exterior light fixture cover by the front door.
- Do not leave any items behind such as plants, trash or you will be charged to remove it.

### Front porch and/or decks:

- Be sure they are swept
- Remove all items removed, leave nothing behind or you will be charged
- Clean inside sliding-glass door inside and out also the slider door frame. Please make sure you lock the slider door.

### Garage and Exterior:

- Be sure it is emptied of all items and swept. Do not leave anything behind
- If there are oil spots, spots from the garage can, etc., those areas should be cleaned. You're always welcome to call a professional cleaning company for some advice on how to remove oil, grease. If not removed, you will be charge.
- Garbage can should not contain your garbage for the next tenant to dispose of, please make arrangements to dispose of your trash. If not disposed of, you will be charged. If you place the can at the curb and the owner pays from the trash it is your responsibility to place the trash cans at the curb the night before the trash is to be picked up. Then, return to the property and place the cans close to the house/apt. If not, and Pacific Coast Rentals has to you will be charged for Pacific Coast Rentals time.
- Do **NOT** leave anything at the property with a "free" sign. If you do, you will be charged to haul those items away, NO exceptions.

### Windows:

- Clean inside of all windows with Windex or similar product, removing any streaks and smudges.

- Clean the window sills and frames, except if the window is too high for you to reach. If you have to be on a step ladder leave alone!

### **Cupboards & Drawers:**

- Check that all cupboards and drawer are empty.
- Wipe down doors and shelves with a clean, damp, cloth inside and out.
- Remove any stains, or stickiness, or finger prints outside and inside with Simple Green or 409, or similar product. Make sure you get the front corners of the cabinet doors.
- Clean counter tops last with proper cleaning products.
- **DO not** use abrasive products while cleaning the countertops. Any damage will be charged to you.

### **Stove/Ovens:**

- Before you start cleaning the oven inside check to see if the oven in your rental is a Self-Cleaning oven. If it is a Self-Cleaning oven then follow the directions and do **NOT** use Oven spray cleaner. You will damage the oven, which means you just bought yourself a new oven. Avoid that!
- If you confirm that the oven is not a Self-Cleaning oven be sure to use a non-abrasive product, and clean the oven as directed with NON Abrasive product.
- Clean oven, inside and outside, check bulb, if out, replace. The replacement bulb is an appliance bulb. Which can be purchased at Hensel's Ace Hardware.
- Clean broiler and clean top, and under feet; Clean if needs to be.
- Clean the top of the stove and clean under the top surface, the burners are removable but must be replaced exactly as they were. Sauce pans will be replaced by Pacific Coast Rentals and is not a tenant charge. Toss the gross sauce pans there now.
- Remove knobs, clean around and under, and replace.
- Remove any stickiness and streaks.
- Clean fan under microwave and the inside and out of the microwave itself.
- Clean range hood if not microwave inside out.
- Clean the back splash wall between the stovetop and the range hood/microwave.

### **Refrigerator:**

- Clean inside with dish soap and water. Clean the refrigerator and the freezer door rubber seal.
- Sweep around the refrigerator. On the sides and pull out and clean the flooring and the side of the cabinets due to food falls back there.
- Remove and clean lower grill brush-scrub under the unit and clean the water tray before replacing. You are welcome to remove the lower grill to clean in the bathtub or outside. But make sure you pop back on correctly. Avoid damaging it.
- Clean the outside top to bottom including the handles with 409 or similar product.

### **Bathrooms:**

- Clean mirrors with Windex or similar product.

- Clean bathtub thoroughly with comet or similar product and a scratch pad to remove the soap film. This job takes a lot of elbow grease. You may also want to soak tub overnight with comet and water.
- When cleaning the basin (shower faucet/head) you may need to use a brush (an old tooth brush works well) to clean the handles and faucets.
- The linoleum can be mopped with some simple green, etc. or a rag/towel works well. Yes, getting on your hands and knees makes dirt go away. Remember the more you do the more security deposit you get back. Make sure you clean baseboards and corners also the flooring area around the toilet. Hit the corners.
- Be sure the toilets and toilet seats are clean including the around the bowl, inside and out and bottom by the floor. Also the back area along the wall to the flooring behind the toilet. Flush the toilet as well.
- Check that the medicine cabinet and cupboards are empty and clean and free of any residue.
- Be sure all hair and residue is removed from inside all bath drains.
- Clean the window (if there is one) sill/frame/glass inside
- Remove all your personal items.

#### **Blinds:**

- Clean the mini blinds except for blinds you have to step on a step stool or ladder. Simple green or dish soap and water works well to clean blinds. Be careful not to bend the blinds as they will break or stay bent. Clean Carefully. If you bend you have two choices, 1) Replace them or 2) Be charged.
- Recommendation on cleaning blinds get two new sponges, and hand thongs. Cut on one side of the sponges and place the sponges on each hand of the thongs and spray the sponge then slide on each blind to clean. This may help.

#### **Bedrooms:**

- Clean the bedrooms doors in & out. Remove smudge marks
- If you have placed a key locking door knob on the bedroom door it is your responsibility to replace it back to an original bedroom door knob. If you do not you will be charged to do so. If you gave Pacific Coast Rentals a bedroom door key ask for it, we are welcome to return it.
- Clean the window sills/frame and the inside glass. Also the window frames and sills.
- Clean the walls as needed remove any and all smudge marks and spider webs
- If there are smudge marks from your mattress because you did not have a bed frame and/or a headboard then you will be responsible for the wall to be cleaned, then treated then re-painted. This is damage not normal wear & tear.
- Remove everything in your closet, leave nothing behind. Including hangers.
- Clean your light switch plate covers.
- Clean the ceiling light fixture covers.
- Remove your nails or thumb tacks. **DO NOT Patch.**
- Clean your blinds. See the blind section on how to clean. Just remember you damage you buy.

- If you installed curtains remove your curtains and curtain rods. You will be charged for the holes from the curtain rods. Unless Pacific Coast Rentals likes the quality we may just leave it. Ask if you are in doubt.
- If you removed the smoke detector battery, place back in. If not, you will be charged for a brand new one. Avoid that leave it there.

#### **Additional areas:**

- Wipe down walls where soiled. Pacific Coast Rentals will do minor touch-ups at no tenant charge. **Do Not PATCH over your nail or tack holes or you will be charged!!**
- Pacific Coast Rentals will clean the exhaust fans in the bathrooms and the outside windows and Pacific Coast Rentals will also replace the electric sauce pans (inside the electric stove top) at no charge to you. You are welcome to remove the sauce pans in the electric stove to allow a better cleaning job on the stove top.
- Clean the gas heater covers (if inside the rental) If you have forced heat system remove the webs on and around the vent covers throughout the rental.
- Vacuum the entire unit, dust off the baseboards. Corners as well.
- Sweep and mop the entire unit with the proper cleaning products. Depends on what products to use because of the different flooring that could be in the rental. Please check with Pacific Coast Rentals or on-line for the correct cleaning products for the flooring you have at this rental. If you cause damage you will be held responsible.
- Outside area around your apartment and/or house should be checked for debris such as cans, rags, cigarette butts, paper, etc...It is your responsibility to clean this up
- Replace missing or burned out light bulbs inside the unit.
- Clean floors. (Be sure edges/baseboards are cleaned also) Please use proper cleaning products if your not sure check on line to see what works for what type of flooring you have at the rental. If the unit is inspected and the move out inspectors feet stick to the flooring you will be charged to clean the flooring correctly.

#### **Reminders**

- The utilities (which is the Water + PG&E) must remain on at the rental for 5 days after you turn keys into Pacific Coast Rentals so we can have the move out inspection be performed, which is better to have power so we can see and to check all the water sources. After the move out inspection has been done Pacific Coast Rentals will transfer services into Pacific Coast Rentals name.
- Make sure you turn in your keys to Pacific Coast Rentals on or before your move out date or be charged each day until **ALL** keys (including the mail box and garage door openers) are turned into the APM office during business hours (which is Monday thru Thursday from 1:00pm to 4pm~Closed Fridays and weekends) or in the Pacific Coast Rentals after hours night slot. If you are to turn keys in on a Friday or a weekend date you are obligated to turn the keys into Pacific Coast Rentals on that date or be charged rents until you do so. Avoid additional charges place the keys in the Pacific Coast Rentals after hour night

slot. If you have a garage door opener, please leave at the rental on the countertop Pacific Coast Rentals will collect when we perform the move out inspection. **DO NOT** mail the keys to Pacific Coast Rentals **DO NOT** Leave the keys inside the unit. It is your responsibility to turn the keys into the APM office.

- Please do not leave anything behind; it is cheaper for you to haul off.
- Do **NOT** patch any holes **OR** You will be charged. Take out your nails. If the nail does not come out easy walk away!
- If you have tenant damage and would like to address this damage before you move out and turn the unit keys into Pacific Coast Rentals you are more than welcome to hire a licensed CA Contractor to assist you with that repair. 1) Matt w/Mullaney Builders Matt is a CA Licensed Contractor your welcome to call him @ #707-407-9321 OR 2) Chris w/Chris Rutter Construction #707) 362-6267 to arrange with either licensed contractor to do the repair and you pay them directly **OR** if any damages that were caused by tenants (above normal wear & tear) will be deducted from the security deposit. If you need to connect with another type of vendor call Niki w/ Pacific Coast Rentals and I can assist you. If the repairs go over the security deposit that is being held you and your co-signer (if you have one) will be held responsible to pay Pacific Coast Rentals or both will be sued for the balance due. Pacific Coast Rentals is willing to work with you on payments, just ask!
- Just remember the **more** you do the less Pacific Coast Rentals has to arrange to have done.
- Pacific Coast Rentals has 21 days from the day we receive **ALL** keys from you (and your roommates) to submit your security deposit disposition back to you. Please make sure you provide us with your forwarding mailing address so we know where to mail your security deposit disposition to you.

Thank You!

Pacific Coast Rentals