

ELITE PROPERTY MANAGEMENT MOVE-OUT REQUIREMENT GUIDELINES

Upon termination of the tenancy, it is the responsibility of the tenant to restore the unit to the original condition at the beginning of the tenancy, as stated in the signed rental agreement.

Below is a checklist of items that will need to be completed in order to restore the unit to the original condition, and thereby avoid any cleaning charges applied to the security deposit for the property.

During the last 30 days of your tenancy, we may need to show the unit to prospective tenants, with proper notice. We appreciate your cooperation in scheduling these appointments.

KITCHEN:

- _____ 1. Clean & polish all cabinets, shelves, drawers, doors & counter tops.
- _____ 2. Clean sinks, polish faucets (USE A "SOFT SCRUB" TYPE CLEANER).
- _____ 3. If needed, DEFROST refrigerator, then clean all surfaces inside & out and under the appliance.
- _____ 4. Clean stovetop & under drip pans (stove top may lift up for easy access) (drip pans may need to be replaced if not able to be cleaned and shined to original appearance.) Clean all surfaces on stove hood. Clean oven (make sure all oven cleaner is wiped out). Clean oven drawer & under range if possible. Clean both sides of racks. Clean all range knobs, pull off to clean underneath.
- _____ 5. Clean dishwasher, inside, outside, sides of door, all crevasses and surfaces.
- _____ 6. Clean floor using appropriate product for floor type. Clean baseboard trim.
- _____ 7. Wipe down ALL walls, dust tops of cabinets & door frames, sweep cobwebs.

BATHROOM:

- _____ 8. Clean all surfaces of tub and shower enclosures. Polish faucets.
- _____ 9. Clean sinks, toilets, cabinets/drawers, inside and out. Polish faucets and cabinets.
- _____ 10. Clean and shine mirrors.
- _____ 11. Clean floors and baseboard trim.
- _____ 12. Clean ceiling fan & sweep cobwebs.
- _____ 13. Clean door & frame, front and back. Clean top of all trim (door, window, etc.)

LIVING ROOM / DEN / BEDROOMS:

- _____ 14. Clean/polish closet doors with appropriate products. Wipe shelves, rods and door frame.

GENERAL CLEANING:

- _____ 15. Clean all windows, inside and out. Clean window tracks.
- _____ 16. Clean all mirrors and all light fixtures.
- _____ 17. Wipe ALL switch plates, electrical plates, doorknobs, curtain rods, baseboard & wall heaters, windowsills, door frames and baseboard trim.
- _____ 18. Wipe down all walls where needed.
- _____ 19. Wipe down all cobwebs in each/every room and on front & back porch.
- _____ 20. Wipe down/dust all horizontal surfaces that could collect dirt & dust.
- _____ 21. Vacuum all carpets/floors, and **contact property management office for carpet/floor & window covering cleaning requirements** and to coordinate a scheduled time for cleaning to be done (per rental agreement). If you have the Carpets/ floors and window coverings professionally cleaned **please turn in receipts when you turn your keys into the office. If it's after hours, Holidays, or weekends we have a drop box Please put your keys in an envelope with address of your rental and forwarding address.**
- _____ 22. Remember to wipe down curtain rods.

ENTRYWAYS, PATIOS, STORAGE UNITS, LANDSCAPE, GARBAGE. NAILS, ETC.

- _____ 23. Sweep and clean entryways and patios. Clean all outside light fixtures.
- _____ 24. Clean and wipe down any storage areas. Clean oil spots or spills in garage/driveway. (Cat litter is a great product to take up spills.)
- _____ 25. **Complete all yard work. Leave yard mowed and weed free or you will be charged for any work that needs done (Per Your Landscape Addendum).**
- _____ 26. Remove nails, but **DO NOT patch walls or touch up paint without permission.**
- _____ 27. Remove and carry away ALL garbage.
- _____ 28. Replace all burned out light bulbs.

Call if you have any questions or need clarification on any items above or to schedule a walk through inspection.

PLEASE RETURN KEYS TO OFFICE ALONG WITH A FORWARDING ADDRESS, AND ANY RECEIPTS.

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