

BEFORE MOVING OUT

MANAGEMENT ASKS THAT ALL RESIDENTS LEAVE THEIR APARTMENT IN THE SAME CONDITION THEY FOUND THEM IN WHEN FIRST MOVING IN. NORMAL HOUSE CLEANING AND GOOD HOUSEKEEPING HABITS CAN USUALLY ACCOMPLISH THIS. SOMETIMES HOWEVER, THINGS ARE OVERLOOKED. THEREFORE, MANAGEMENT WOULD LIKE YOU TO DOUBLE CHECK THE FOLLOWING ITEMS TO BE SURE THEY ARE IN TIP-TOP CONDITION. FOR YOUR OWN ASSISTANCE, CHECK THE ITEMS AS YOU GO ALONG.

LIVING, DINING, BEDROOMS, & HALLWAYS

- Remove dust and cobwebs from walls, ceilings, corners, and from around door frames.
- Clean window frames, sills, and glass.
- Vacuum baseboards, electrical heat baseboards (if applicable). Also, vacuum heat and air vents.
- Dust light fixtures and ceiling light covers.
- Clean closet shelves and floors.
- Clean finger prints from light switches and door knobs.
- DO NOT leave any items (i.e. mattresses, furniture) behind that require hauling, you may be charged.
- Vacuum floors and remove dirt from corners and crevices.

BATHROOM

- Clean and disinfect the sink and toilet. Be sure to clean accumulated dirt or scum from around the faucets.
- Wipe out medicine cabinets. Clean light fixtures. Clean finger prints from around the switch plates and door knobs.
- Clean bathtub. Make sure to scour tile to remove soap scum or mildew.
- Clean soap dishes or other fixtures.
- Clean vanity cabinet (inside and outside).

- Scrub floor. Wipe dust from baseboards, walls, and ceiling.
- Vacuum heat and air vents

KITCHEN

- Scrub counter top and sink.
- Clean cabinets (inside and out).
- Clean walls above the sink, counters, stove, and other places where dirt and grease tends to accumulate.
- Clean walls behind refrigerator. Also vacuum behind it.
- Clean sides of refrigerator. Wipe out the inside and scrub the shelves. The freezer should be cleaned and defrosted also.
- Wipe front, sides, and top of stove. Also, clean burners and grease catchers.
- Clean over and broiler.
- Mop and wax tile or linoleum floors.

BALCONY

- Clean all windows
- Remove all rope, hooks, pot, etc. Fill in holes that were made by the hooks with wood/cement compound.
- Remove all belongings and debris. You may be responsible for the charge for hauling.
- Sweep the area. Scour stains caused by cookout grills or patio furniture.