

Checkout & Cleaning Checklist

Dear Tenants,

I want to remind you to check the termination date of your lease. Your unit has been leased for next year, and you will need to vacate the premises and remove all personal property no later than midnight of the lease expiration date. Do not make arrangements with the new tenants to vacate after your lease expires, as it may cause legal problems for you and compromise your security deposit.

Please have the carpets professionally cleaned by a reputable company and leave the receipt on your kitchen counter. Lacking this confirmation, we will assume that the carpet has not been cleaned professionally and arrange to have it done and deducted from your security deposit. We prefer Stanley Steemer (445-1476), but you may use any professional service that cleans to our satisfaction. We strongly suggest you make an appointment with the carpet cleaner at least two weeks in advance.

We expect you to thoroughly clean your apartment. You will also need to repair or replace all broken windows, as well as damaged or missing screens. I have attached a list of what we expect to be cleaned when you move out.

Garbage and trash must fit into the dumpsters, and discarded furniture and debris must be hauled away. The trash you put on the curb must coincide with trash day pickup, otherwise the City of Columbia imposes fines for curbside placement of trash more than 24 hours before regular weekly pickup. If we are fined or must pay maintenance \$50 to haul away trash, we will deduct the amount from your security deposit. Remember, if you have subleased your unit, you are responsible for seeing that the sublessees abide fully the terms of your original lease.

We request that you keep the water and light service on in your unit through **August 15** so that we can inspect and, in the event that you have not done so, have the apartment and the carpets professionally cleaned. We will deduct the cost of service and the connection fee from your security deposit if we must reconnect the service to clean.

I will be available for a check-out inspection on **August 1 or 15** (whichever date corresponds with your move-out date) between 2:00 and 4:00 pm. You can call me or find me at the Ross Street office. I will not check you out until you have completely finished cleaning your unit and removed all personal property, so set up an alternate time if you are not ready between 2:00 and 4:00 pm.

Sincerely,

E. Denice Warnken

CLEANING CHECKLIST

Before you leave, you need to clean your apartment. If you do not clean your apartment, we will send in a cleaning crew that charges \$30 to \$35 per hour and deduct charges from your security deposit. If you want to leave the cleaning to a professional crew, contact us in advance to make those arrangements.

- entry floor
- entry door (inside and out with 409 or another good all-purpose spray cleaner)
- kitchen floor (409 cleaner is recommended for vinyl floors)
- kitchen counters
- kitchen cabinets (inside and out with 409)
- kitchen drawers
- refrigerator (inside and out with 409)
- microwave (front surface with Windex and inside with 409)
- stove (oven, new stove pans--available at Westlakes or Lowes--and under top of stove)
- kitchen sink (and under sink)
- dishwasher (outside surface with Windex and inside top of door ledge)
- laundry closet (floor, shelves)
- washer and dryer (surfaces cleaned with Windex or 409, lint catcher cleaned)
- windows (cleaned on all inside windows and outside of entry door)
- window ledges, sills, and sashes between outside and inside windows
- livingroom return vent (409 works well)
- furnace and water heater closets (vacuum and dust)
- linen closets (make sure they are empty and shelves cleaned with 409)
- bedroom closets (remove hangers and dust shelves)
- bathroom floors
- bathroom mirrors (replace round bulbs over mirrors)
- bathroom vanity tops
- bathroom sinks
- vanity and bathtub faucets chrome polished and shined (Windex works well)
- vanity cabinets (inside and out with 409)
- toilet (outside with 409 and inside with toilet cleaner)
- bathtub floor and shower walls (The Works and Magic Eraser recommended)
- tops of baseboards throughout apartment wiped down and dust removed
- clean and clear debris from patio or deck (sweep steps to upstairs apartments)
- mailbox and outside door light (wipe with 409)
- light bulb replacement throughout apartment

* The carpet should be cleaned after you vacate the apartment. You may use any professional carpet service, but we prefer Stanley Steemer (445-1476) because they do an excellent job and are reasonably priced. Please make your reservations for carpet cleaning two weeks in advance and leave the receipt for cleaning in the Ross Street mailbox or the Anthony Place drop box.