

Helpful Hints for Moving out

Cleaning and Moving take more time than you think.

MOVE OUT CLEANING INSTRUCTIONS

I. Kitchen

A. Stove

- _____ 1. Oven compartment. If you used the oven and it has spilled food, clean with oven cleaner.
- _____ 2. Burners and burner pans. Clean with liquid cleaners. If the burner pans do not come clean, please replace.
- _____ 3. Bottom drawer. Remove all debris. Wipe clean with liquid cleaners.
- _____ 4. Top and other surface areas. Wipe clean with liquid cleaners.
- _____ 5. Control panel and knobs. Wipe clean with liquid cleaners.

B. Vent hood

- _____ 1. Remove charcoal filter and screen. Wipe surface clean with liquid cleaners. Soak screen in liquid cleaners. Do not soak filter.
- _____ 2. Wipe entire underside and top of vent hood with liquid cleaners to remove grease, etc. Replace bulb if necessary with 60 watt bulb.

C. Dishwasher

- _____ 1. Remove food particles and wipe interior and exterior with liquid cleaners.

D. Refrigerator

- _____ 1. Clean all interior areas with liquid cleaners.
- _____ 2. Wipe grease and particles from creases and folds in door seal, top and sides.
- _____ 3. Remove shelving and vegetable drawers and wash.
- _____ 4. Please turn icemaker off.

E. Floor

- _____ 1. Clean/Scrub entire floor with liquid cleaners. (including baseboards)

F. Cabinets and shelves

- _____ 1. Remove everything from all cabinets and shelves and wipe all interior and exterior surfaces with liquid cleaner.

G. Countertop

- _____ 1. Wipe clean with liquid cleaners.

H. Sink

- _____ 1. Clean interior. Wipe handles and faucet clean of spots. Wipe clean sink strainer basket.

II. Light Fixtures & Ceiling Fan.

- _____ 1. Replace all burned out bulbs.
- _____ 1. Remove ceiling fan glass shades and dip and clean in soapy water. Dry shades before re-installing.
- _____ 2. Wipe ceiling fan blades and motor housing with damp rag.
- _____ 3. Vacuum all filter grills and install fresh filters

III. Bathroom

A. Toilet

- _____ 1. Clean bowl with cleaner.
- _____ 2. Wipe all surface areas of toilet seat, tank, bowl rim, top and bottom and floor around bottom with liquid cleaner.

B. Walls

- _____ 1. Wipe entire surface area of every wall with clean damp rag, including baseboards.

C. Sinks, fixtures, towel bars, and glass doors.

- _____ 1. Clean with "liquid cleaners. Wipe chrome faucets and handles and towel bars dry.

D. Mirrors

- _____ 1. Clean spot-free.

E. Cabinets

- _____ 1. Remove everything and wipe shelves and drawer interiors with dish soap solution.

F. Tub, tile walls, and sink.

- _____ 1. Remove all scum and stains from tub and tile walls. Wipe faucet and handles clean and spot-free.

G. Floor

- _____ 1. Clean/Scrub entire floor with liquid cleaners. (Including baseboards)

IV. Windows

- _____ 1. Wipe ledges clean with damp rag.
_____ 2. Close and lock windows.

V. Windows and blinds.

- _____ 1. Wipe window ledges free of dirty and dust.
_____ 2. Clean Venetian blinds with damp rag.

VI. Carpet Cleaning

- _____ 1. Vacuum and professionally dry-clean any carpet in the property. A receipt from a professional carpet cleaning company must be provided when you return your keys. If a receipt is not provided at move-out, we reserve the right to have the carpets professionally cleaned at the tenant's expense.
_____ 2. Exterminating
If you have a pet at the property, you are required to have the property professionally exterminated for fleas. Contact a local exterminating company. Failure to do so will result in a deduction from the security deposit for this expense.

VII. Yard

- _____ 1. Mow, weed eat and edge yard. Trim all hedges and bushes and remove all landscape debris.
_____ 2. Remove any and all trash and debris. Any items that are not take by regular trash pick up and have to be hauled off will be done at tenant's expense.

VIII. Utilities

- _____ 1. Leave heat/AC units on to avoid any damage to unit from extreme heat or cold temperatures.
_____ 2. Utilities must be left on in your name until the last day of your lease obligation.

IX. Keys

- _____ 1. Return all keys including (mailbox keys, garage door openers) to Ball Properties no later than 8am the morning following your lease expiration. Do not leave keys in the property. When you return your keys to our office please supply your forwarding address and your carpet cleaning/exterminating receipt

Forwarding Address: _____

Please return your keys and this checklist with your forwarding address to Ball Rentals so we can mail your security deposit to you.

Thank you for renting from Ball Rentals.