Property Address:
Property Manager: CD Business Solutions

Move-Out Cleaning Checklist

The following is a check list for the required cleaning to be done by the tenant at move out. If the tenant chooses not to complete the cleaning, a service will be hired and the charges will be held from the tenant's security deposit or billed to the tenant if charges are greater than deposit. Please sign all three pages and refer to third page for carpets and property specific details.

KITCHEN/DINING ROOM

Refrigerator:
    Move refrigerator away from wall
    Remove grease and grime off wall behind refrigerator
    Scrub and mop floor where refrigerator normally stands
    Clean sides of refrigerator
    Move refrigerator back in place
    Defrost freezer and clean
    Clean freezer seal
    Remove and clean all shelves and crispers
    Clean inside of refrigerator before replacing shelves and crisper
    Clean refrigerator seal

Stove:
    Move stove away from wall
    Remove grease and grime off wall and cabinet sides around and behind stove
    Scrub and mop floor where stove normally stands
    Move stove back in place
    Remove grease and grime off range hood
    Clean range top, front and doors
    Remove grease and grime from oven, including racks and broiler

Cupboards and Drawers:
    Remove all food/debris particles from all surfaces
    Wash and rinse all shelves and drawers
    Clean all cabinet doors and drawer fronts inside and outside

Dishwasher and Microwave
    Clean inside and outside, including door edges

Light Fixtures
    Remove all fixtures, clean, replace burnt out bulbs, and put fixtures back in place

Baseboards and Walls:
    Wash and rinse
    Remove cobwebs
    Clean all registers and vent returns

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Work areas and under sink
Clean under sink, making sure it is debris and grease free
Clean countertops, sink, behind the sink, and the faucet

Floors
Scrub and mop all vinyl floors making sure to remove dirt

BATHROOM
Remove soap scum and stains from tub, tub fixtures and shower rod
Clean and shine wall tile around tub areas
Scour sink and soap holder
Clean vanity cabinet inside and out, including doors, drawers, and shelves
Clean inside and outside of medicine cabinet and cabinet door (including mirror)
Disinfect, scrub and remove stains from inside and outside of toilet
Clean linen closet/shelves and both sides of door
Remove light fixture(s), clean, replace burnt out bulbs and put back in place
Scrub and mop bathroom floor, making sure to remove dirt
Clean exhaust vent

BEDROOMS/HALLWAYS/STAIRS/LIVING ROOM
Clean windowsills, frames, tracks, casing, blinds, and both sides of glass
Clean closet shelves, rods, tracks, casing, and both sides of doors
Clean both sides of all doors including casings
Remove light fixtures, clean, replace burnt out bulbs, and replace light fixtures
Dust ceiling fan blades
Vacuum all carpets including crevice along walls
Wash all baseboards
Dust and remove cobwebs from walls and ceilings
Scrub and mop all vinyl or tiled areas
Clean all registers and vent returns

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UTILITIES, POST OFFICE and KEY RETURN

Call all utility companies and notify of move-out date

Make certain all utility payments are current. Remember you are responsible for all utility payments until the time you return the keys to the office.

Notify Post Office at www.usps.com of your change of address

Notify CD Business Solutions of your new address

Return keys to the office during business hours or in the drop box after hours, labeled with the property address

CARPET CLEANING Carpets are to be cleaned by a professional carpet cleaner upon move out. As a tenant you may have the carpets cleaned by a professional and return a copy of the receipt to the property manager showing proof of cleaning. Or alternatively the property management will have the carpets professionally cleaned and the expense will be deducted from your security deposit.

Notes and property specific requirements:

Tenant Acknowledgement: