

# STATION II

## Move Out Cleaning Instructions

It's that time of year to begin preparing for your move-out inspection. We want to help you get as much of your security deposit back as you can. It is important that you have all your belongings removed from the unit prior to your move out inspection so that we can make a thorough inspection. If any furniture is left behind you will be charged a removal fee. If there are any repairs that need to be scheduled, please call us immediately.

Your unit needs to be in "professionally cleaned" condition. Below are examples of what will be inspected for cleanliness in your residence. Also, be ready to turn your keys over at this time. If you will not be present for this inspection, you must notify us via phone or email and you may leave all your keys on the kitchen counter with a forwarding address and phone number.

Examples:

- **Kitchen Cabinets, Doors, Counters** – clean inside of cabinets. Wipe down exterior of cabinets, doors and counter tops.
- **Sinks and faucets** – clean and remove soap scum. Wipe water spots off faucet. Wipe down interior and exterior of sink cabinet. If you have a garbage disposal, put baking soda inside and run for 1 minute with water.
- **Stove and Oven** – clean oven, burner pans and rings, vent hood and filters, bottom drawer and floor under stove.
- **Microwave** – clean inside and out.
- **Dishwasher, Washer & Dryer** – Wipe down front & sides. For dishwasher: clean drain of any debris and wipe down rubber seal around door.
- **Refrigerator** – Clean exterior and interior, including shelves & crisper bins.
- **Pantry/Closets** – Wipe down shelves. Sweep and clean floor. Wipe down door.
- **Vinyl or Tile Floors** - Sweep and mop. Vinyl should have light coat of wax ("Brite" wax is suggested).
- **Vanity, mirrors** – Clean mirror. Clean off water spots. Wipe down shelves. Clean inside and out. Remove dead bugs from light fixture on medicine cabinet.
- **Tub/Shower and Toilet** – Remove soap scum & water spots. Wipe down all sides of shower. For Toilet: Clean inside bowl. Wipe down exterior. Make sure to wipe floor behind the toilet.
- **Heating/Cooling vents and ceiling fans** - Clean and vacuum vents. If cover can be removed, vacuum inside of vent. Wipe dust off ceiling fans and remove any dead bugs from light (if present). Vacuum dust from ceiling exhaust fans in bathroom.
- **Windows/Glass Doors** – Wash inside with glass cleaner. Wipe out sills and tracks (remove leaves, dead bugs, etc.)
- **Cobwebs** – Remove all. Check ceilings & corners especially.
- **Patios**– Sweep floors. Wipe cobwebs from walls and ceiling.
- **Trash** – Remove all trash and debris.
- **Blinds** - Sweep/Dust. Lower to closed position.
- **Walls, Doors and Trim** – Wipe down with wet cloth.
- **Smoke Detector Batteries** – All batteries must be installed and functional.
- **Light Fixtures, Bulbs** – All bulbs must be functioning with clean light fixtures. Remove dead bugs from all light fixtures.

## PLEASE CLEAN THOROUGHLY

### IMPORTANT REMINDERS

Please provide your forwarding address to us *in writing* so that your security deposit refund will arrive on time. By law, your security deposit refund will be mailed within 45 days of the end date of your lease.

**Consequences for staying past your Move Our Inspection time (from Paragraph 16 of your lease)** Lessee must move out of the unit upon the expiration of this lease by **4:00 pm** on the last day of this lease. Should Tenant(s) remain in possession of the Leased Premises with the consent of Landlord after the natural expiration of this Lease, a new month-to-month tenancy shall be created between Landlord and Tenant(s) which shall be subject to all of the terms and conditions of the Lease, but shall be terminated upon thirty (30) days written notice served by either Landlord or Tenant(s) on the other party. Should Tenant remain in possession of the Leased Premises without consent of Landlord after the natural expiration of this Lease, then Tenant(s) shall be responsible for full month's rent for any month which Tenant(s) spends one day occupying the Leased Premises after the natural expiration of this Lease. Tenant(s) shall also be liable for any damages or loss of income on the next lease should the next tenant not be able to take possession on the first day of their lease.