

# Apartment Cleaning Checklist

## **THE FOLLOWING LIST MAY BE HELPFUL WHEN MOVING OUT OF YOUR APARTMENT.**

1. Please keep apartment neat and clean for showings.
2. We will contact you before any showings.
3. You must be completely out of your apartment by 12 o'clock noon on the last day of your lease.
4. Please contact us to arrange a time to do a walk-through of the apartment with you.

## **REQUIRED FOR A SECURITY DEPOSIT REFUND**

Entire house	Check when completed
Clean fingerprints and stains from all walls and light switch plates.	<input type="checkbox"/>
Clean all window ledges and tracks along with the patio door track.	<input type="checkbox"/>
Clean off patio / balcony. Wash any outside hallway fixture by the door and any patio / balcony fixtures. Insure light bulbs are in working order.	<input type="checkbox"/>
Remove all nails from walls (leave ceiling hooks).	<input type="checkbox"/>
Kitchen	
Clean oven, oven racks, broiler pan, drip pans, and range top. Clean range hood, fan, and vent screen. Pull out and clean behind and the sides of the appliances.	<input type="checkbox"/>
Clean and disinfect countertops, cupboards (inside and out), and drawers.	<input type="checkbox"/>
Defrost the refrigerator and completely wash out. Be sure to remove the crisper bins at the bottom and wash under those.	<input type="checkbox"/>
Wash dining room and kitchen light fixtures and insure all bulbs are working.	<input type="checkbox"/>
Scrub the sinks, insides and outside of dishwasher, and clean kitchen floor.	<input type="checkbox"/>
Bathroom	
Clean bathtub, shower walls, and sinks. Clean linen closet and mirrors. Remove shower curtain and hooks.	<input type="checkbox"/>
Scrub the toilet	<input type="checkbox"/>
Wash the floor, walls, and woodwork.	<input type="checkbox"/>
Polish chrome fixtures (faucet handles, shower head, etc.)	<input type="checkbox"/>
Clean vent fan and light fixtures. Insure all bulbs are working.	<input type="checkbox"/>
Bedrooms and Living Room	
Carpet should be free from stains, candle wax, and cigarette burns. Vacuum carpets: use corner tool for edges and corners.	<input type="checkbox"/>
Wash shelves in closets and remove hangers.	<input type="checkbox"/>
Wash all heat registers and woodwork. Wash all windows: inside and out.	<input type="checkbox"/>
Wash light fixtures and insure all bulbs are working.	<input type="checkbox"/>
Clean air conditioner filter.	<input type="checkbox"/>