

Vacating Cleaning Instructions

Clean Kitchen:

Cupboards, inside, outside, and underneath
Drawers inside and out
Countertops
Appliances: stove, refrigerator, dishwasher
Change drip pans
Range hood and filter
Clean on top of plant shelves
Floor, washed and waxed
Clean blinds

Clean Bathroom:

Bathtub: shower walls, soap dish and shower rod.
Toilet
Sink: vanity, cupboards inside and out
Mirror
Fan vent
Clean all chrome fixtures
Floor, washed and waxed
Clean Blinds

All Rooms:

Wash walls
Remove all cobwebs
Remove all tacks or nails and fill holes
Take down, wash and re-hang light fixtures
Vacuum/Mop floors
Clean baseboard heaters/air conditioner filters
Clean Switches and outlets
Closet: wipe out shelves
Make sure door bell and smoke detectors are working and clean
Clean All blinds

Clean Exterior:

Entry door
Stairs (sweep off)
Patios
Storage area
Dust light fixtures

Date: _____

Tenant Signature: _____

Tenant Signature: _____

Tenant Signature: _____

**Move Out Cost Schedule
Addendum #4**

Cleaning and Repair Charges:

If prior to moving out you do not clean the items listed below and leave them in satisfactory working order, the following charges will be deducted from your security deposit. You will be charged the listed amount for each instance in which a listed item must be cleaned or repaired. The prices for the items listed below are average prices only. If the Owner incurs a higher cost for cleaning or repairing an item, you will be responsible for paying a higher cost.

Please note: This is an inclusive list; you can be charged for cleaning or repairing items that are not on the list.

1. Carpets: The tenant agrees that the Owner or Manager will schedule all carpet to be professionally cleaned, at the Tenant's expense, upon termination of occupancy. The Tenant agrees to pay that fee and it will be deducted from the Tenant's security deposit. "Professional Cleaning" is defined as use of a commercial truck mounted extraction system.

2. Kitchen Cleaning:

Oven:	\$30.00
Drip Pans:	\$2.00
Stove and vent hood:	\$10.00
Refridge/freezer:	\$40.00
Cabinets/Counter tops:	\$35.00
Dishwasher:	\$10.00

Bathroom Cleaning:

Tub/Shower:	\$15.00
Toilet:	\$10.00
Sinks/Counter tops:	\$35.00
Cabinets:	\$35.00

Miscellaneous Cleaning:

Blinds	\$50.00
Trash removal:	\$60.00
Holes in walls:	\$75.00

3. Replacement Charges:

If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged for the current cost of the item, plus labor and service charges. A representative list of replacement charges are provided below. These are average prices. If the owner incurs a higher cost for replacing an item, you will be responsible for paying the higher cost.

Please note: That this is an all-inclusive list; you can be charged for the replacement of item that are not on this list.

Window glass:	\$50.00	Refrigerator shelves/racks:	\$30.00
Disposal:	\$65.00	Crisper covers:	\$15.00
Doors:	\$100.00	Ice trays:	\$3.00
Light Fixture:	\$50.00	Mirrors:	\$100.00
Light bulbs:	\$1.00	Counter tops:	\$250.00
Patio screens:	\$100.00	Patio glass doors:	\$150.00
Window screens:	\$35.00	Keys (not returned):	\$35.00

Tenant Signature: _____ Date: _____

Tenant Signature: _____