



**PLEASE NOTE THE ADDENDUM TO YOUR RENTAL AGREEMENT**

We are attempting to offer good, clean, well-maintained apartments. The apartment you are moving into is in this condition. If you see anything to the contrary, please advise the management at once. We will expect you to return the apartment to us in the same condition. We encourage residents to clean their apartment upon vacating. We are not in the cleaning business, and we hope that by relieving us of this task, we will have more time to better serve our residents. Any work, cleaning or repairs required to be done, will be charged to you on an hourly rate plus materials. Hourly rates are subject to change as conditions warrant.

**Cleaning Fees – Flat Rates**

Wash windows	\$4.00/window	Kitchen:	
Clean stove & oven	\$25.00/each	Clean cabinets	\$20.00
Wash/wax floors	\$20.00/room	Clean refrigerator	\$20.00
Clean carpets	\$25.00 in addition to actual costs	Clean sink	\$15.00
Repair holes	\$5.00 per hole	Clean range vent	\$20.00
Wash light fixture	\$2.00 per room	Bathroom:	
Wash walls:		Clean toilet	\$20.00
Living and dining rooms	\$30.00 per room	Clean shower	\$25.00
All others	\$15.00 per room	Clean sink	\$15.00



## **CLEANING CHECKLIST**

**The following items will be inspected after you move-out. Please be sure that you have checked each and every item carefully and left the item clean. If everything is complete, no cleaning fee should be deducted from your account.**

### **GENERAL APARTMENT**

All light switch and electrical outlet covers  
All light fixtures: replace bulbs if needed  
Ceiling fan blades and lights  
All vinyl floors and all baseboards  
All casings around all doors

### **KITCHEN**

Clean inside all cupboards and polish outside  
Clean all drawers  
Clean Countertops  
Clean windows and sills

#### **Refrigerator**

Defrost  
Clean inside and out (include doors and shelves)  
Clean rubber gaskets around both doors, wipe out crumbs  
Remove front grill, clean floor and drip pan  
After washing, shine door and top with Windex  
Dishwasher  
Clean inside trays and racks and outside of door, especially edges

#### **Stove**

Clean oven and trays - polish when done  
Clean under burners. Lift up stove top and clean chrome  
Clean burner drip pans  
Clean broiler pan and drawer. Remove broiler drawer and clean vinyl floor  
Remove all knobs and clean  
**\*\* IF YOU HAVE A SELF CLEANING OVEN DO NOT USE OVEN CLEANER \*\***

#### **Range Hood**

Clean and wash filter  
Clean and check light - replace bulb if needed



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# General Property, Inc.

<http://www.general-property.com>

## **Floor and Sink**

Mop and scrub floor and baseboard  
Clean and shine chrome faucets and basin

## DINING AREA

Clean heat registers and wall corners for dust and cobwebs  
Windows, etc., if applicable  
Clean baseboards

## LIVING ROOM

Clean heat registers  
Clean walls and corners  
Clean windows inside and sills  
Clean baseboards  
Dust blinds

## CLOSETS

Clean bar and shelves  
Clean woodwork and doors

## SLIDING GLASS DOOR

Clean dirt from sliding door tracks  
Vacuum screen  
Clean window inside and outside

## BEDROOM(S)

Clean ceiling, walls and heat registers  
Dust blinds  
Wash all windows inside and sills  
Clean baseboards

## BATHROOM(S)

Clean exhaust fan  
Scrub floor and baseboard

## **Bathtub**

Clean residue from doors and metal runs  
Polish tub, doors, chrome and walls. Leave no residue - test with your hand.

## **Medicine Cabinet and Vanity**

Clean inside shelves and mirror door track  
Wash top of cabinet and inside



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## **Stool, Sink, Towel Rack**

Clean and shine stool completely (also around bowl)

Clean sink. Wash & shine chrome faucets & basin and polish countertop

Polish towel racks, soap dish, and toilet paper holder

## DECK/PATIO/PORCH

Remove all items and sweep

## HALLWAYS

Clean and test smoke detector

Clean thermostat

Clean shelves in linen closet

## CARPET

Carpet **MUST** be professionally cleaned – have receipt ready to show at checkout

## GARAGE (if applicable)

Remove all items and sweep

## STORAGE CLOSET

Remove all items and sweep

## BASEMENT (if applicable)

Remove all items and sweep