



**Cleaning Requirements for Residents when Vacating**

All keys and remotes must be returned to HARRELL Group Real Estate Services office before your security deposit can be processed. Do not have the utilities turned off before the end of the month—if cleaning is required the turn-on charge will have to be withheld from your deposit.

The following list must be completed before you vacate the unit. Please make sure to leave your forwarding address with our office and change of address forms with the post office. If you do not provide us with a forwarding address, we cannot send you the deposit paperwork.

**Kitchen:**

- The stove must be clean and spotless. Clean the broiler pan, the oven racks, under all the burners, the vent-a-hoot and the filter.
- Remove the bottom of the stove and clean the floor underneath.
- Clean all parts of the refrigerator, both inside and out.
- Be sure to thoroughly clean around the door gasket on the inside. Slide the refrigerator out and clean the floor underneath it.
- Defrost the freezer, if necessary. Do not turn off the refrigerator.
- Clean and mop floor, making sure to clean in all the corners.
- Clean sink and under sink. Clean garbage disposal (if so equipped) by flushing with water.
- Clean dishwasher and microwave both inside and out (clean washing machine and dryer, if applicable).

**Bathroom(s):**

- Clean bathroom fixtures, commode, tile enclosure, faucet knobs, all cabinets and drawers (inside and out).
- Remove any mold from tub. Use non-abrasive liquid.
- Clean and mop bathroom floors, making sure to clean in all the corners.

**General:**

- Wash and clean all cabinets and drawers inside and out, and on top. Remove old shelf paper.
- Wash and clean all woodwork - doors, door facings, window sills, etc. Paint if needed.
- Carpet must be professionally cleaned, making sure to clean in the corners and along all baseboards.
- Dust tops of drapery rods and vacuum drapes. Wash, clean and scrub all mini-blinds. Clean baseboards around all walls.
- Clean ceiling fans.
- Clean all mirrors and windows and window sills.
- Remove and clean all light fixtures and replace all missing or burned out light bulbs. Clean light switches and wall plugs.
- Vacuum all air vents and ceiling fans and ceilings around the vents. A/C unit should have new, clean filter. Wash and clean return air grill.
- Remove all nails from wall and patch holes with plaster or color putty.
- All paint blemishes on walls, doors, ceiling and trim must be repaired and painted.
- Take out all trash and clean areas outside your door or patio.
- Garage or carport area should be swept out (washed down, if necessary) and should be free of grease stains.
- Front and rear entry ways should be swept free of trash. Ceilings and walls should be swept free of cobwebs.
- The exterior doors should be washed and scrubbed free of dirt and grime.
- All appliances must be in good working condition.
- Per your pet lease agreement carpets must be professionally cleaned and a copy of the invoice must be turned in with keys.

***You must return the unit in the condition in which you received it.***

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_