



Date

Tenant Names (Financially Responsible)

Tenant Full Address

Dear Residents,

The following is a cleaning guideline outlining our suggestions and/or requirements to be followed when vacating your residence. The guidelines are provided to you as a tool for your benefit. Our goal is to put you in a position to redeem as much of your damage deposit as possible. You have the opportunity to make the Move Out process inexpensive, easy, and orderly. Please utilize these guidelines to increase the level of cleanliness within your rental unit and to afford yourself the opportunity to recoup the maximum amount possible from your damage deposit.

Before the walk through/move-out inspection is performed, the residence must be completely cleaned of all personal items, personal debris, and cleaning items and restored to the move-in condition (inside and out), less normal wear and tear and any owner/agent approved tenant improvements.

Per your Lease Agreement, you will be charged to have your carpets professionally cleaned. If you removed any original items, such as curtains or drapes, be sure to put them back up. If you have any questions regarding the cleaning requirements, please contact our office at the phone number below.

WALK THROUGH/MOVE-OUT INSPECTION

You have the right to be present, but your presence is not required for the move-out inspection. If you want to be present YOU MUST CALL OUR OFFICE IN ORDER TO SCHEDULE AN APPOINTMENT for a move-out inspection at least 72-hours prior to the inspection date. After the inspection is completed, you will no longer be able to return to your unit to correct any issues found during the walk through/move out inspection.

Either way, you must return all your keys, fobs, garage door openers, etc to our office no later than 5pm on the last day of your tenancy. Failure to do so will result in a key penalty of \$50.00 and a charge levied for daily rent.

Per your Lease Agreement you will be charged to have your carpets professionally cleaned. If you removed any original items, such as curtains or drapes, be sure to put them back up. If you

have any questions regarding the cleaning requirements, please contact our office at the phone number below.

KEYS/UTILITIES

Make sure you contact all the utility companies and pay all amounts due through your last day of tenancy. For Single Family Homes, the recycle bins should remain at the property. Turn in all keys to the Landmark office and provide a forwarding address by 5pm on the last day of tenancy.

SECURITY DEPOSIT REFUND STATEMENT

Your security deposit statement will be postmarked within 14 days from the day your keys are returned to our office (21 days for leases that started June 2016 or later). **We will provide the refund or statement to the name/address provided on the move out form filled out when keys are returned, or to the last known address.** Only ONE refund check will be issued with the names of all tenants on the lease agreement. It is possible you will receive a deposit refund notice with estimated charges on it if we have not received actual and final invoices from our vendors; in this case you can expect to receive a second finalized notice with an additional check or invoice.

AUTOMATIC RENT PAYMENTS

Please remember to cancel your automatic payments for rent, if applicable. Landmark will not be held responsible for any additional rent payments that are made due to auto pay not being canceled. Landmark representatives do not have access or authority to cancel it on your behalf.

CLEANING GUIDELINES

BATHROOMS:

1. Clean Tub/Shower/Toilet/Vanity/Sink. Make sure that walls of shower stall are clean and any mildew in the bathroom is removed.
2. Clean Floor: Sweep, Mop, Wax, and Vacuum as needed.
3. Wipe down trim.
4. Wipe down switch plates.
5. Clean all cabinets & drawers inside and out and wipe down any mirrored surfaces.
6. Clean the bathroom fan cover.
7. All sinks & faucets are shined and free of soap residue.
8. Remove all personal items including shower curtain, plunger, cleaning products.

KITCHEN:

1. Clean Fridge inside and out, and underneath.

2. Clean Stove Top. Clean or install new drip pans. Clean Oven and Racks. Clean bottom drawer of oven and under stove top, if applicable. Pull out oven (if it is not gas-powered) and clean behind.
3. Clean the Hood Fan and Hood Fan filter.
4. Clean all cupboards & drawers inside and out, front and back.
5. Clean all countertops and sink.
6. Clean Floor: sweep, mop, wax, and vacuum as needed.
7. Wipe down switchplates and trim.
8. Wipe down all walls of any food or grease stains.
9. Clean out dishwasher drain of any food particles or foreign objects. Clean the dishwasher door front and door edge.
10. Clean microwave inside and out.
11. Remove all personal items.

LIVING AREAS:

1. Clean Floors: Sweep, Mop, Wax, and Vacuum as needed.
2. Wipe down all marks from walls, pay special attention to hallways, entries and stairwells.
3. Clean all closets and pantries
4. Wipe down switch plates
5. Thoroughly dust all blinds, wipe out window tracks and clean the glass and sill.

GENERAL:

1. Wash interior of all windows and exterior of all windows you can reach, including window tracks and sills.
2. Wipe down all outlets, light switches, walls, woodwork, door frames, and baseboard heaters.
3. Clean all light fixtures and replace all burnt out light bulbs with ones similar to those originally provided.
4. Replace all dead batteries for smoke alarms & CO detectors
5. Clean all ashes and debris from wood stoves, inserts or fireplaces.
6. Remove all nails and fill holes caused by nails. Leave any ceiling hooks in place.
7. Remove all belongings, garbage, and unwanted items from the rental unit and all storage areas.
8. Clean all cobwebs from ceilings and walls.
9. Dust or wipe down all vinyl blinds with a damp cloth.
10. Sweep storage areas and porches.
11. If applicable, mow the grass and clear any flower beds of weeds and debris.
12. Washing machine: Remove any items. Wipe down the door to remove any hairs, dust, or soap residue.
13. Dryer: Removal any items. Dispose of lint from the trap and vacuum out.
14. Decks/patios: sweep & remove any flower pots
15. Change furnace filter and vacuum intakes.