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CLEANING GUIDE FOR TENANT MOVE-OUT

Please use the following as a guide for cleaning your rental unit when you vacate. At move-out, you are not charged for normal wear and tear; however JAI Property Management does not consider dirt in any form within the scope of normal wear and tear.

A. All rooms

- Remove from walls any nails, tacks, anchors and window covering hangers that you installed.
- Paint: Anything other than normal wear and tear will be subject to a full paint charge of \$1200.00.
- Clean blinds, baseboards and corners, being careful to remove all dust and cobwebs.
- Have carpets professional cleaned & turn in receipt with keys.
- Wash off shelves in closets and remove all hangers and shelf lining.
- Clean ceiling fans, light fixtures & around light switches and doorframes.
- Clean out fireplace (if applicable).
- Change a/c filters.

B. Kitchen

- Clean oven, oven walls and grills, broiler pan and storage space.
- Clean vent-a-hood (run through dishwasher if applicable).
- Replace drip pans for electric stove eyes.
- Wipe kitchen cabinets and clean inside, outside, on top and underneath, where possible.
- Clean refrigerator including crisper, walls, containers. Defrost freezer, removing all water. Unplug and leave the door open. Clean behind, on top and underneath, where possible.
- Clean sink and counter tops.
- Clean floor.
- Clean light fixture coverings.
- Remove all cleaning solution residue.

C. Bathroom

- Clean all light fixtures and coverings.
- Clean medicine cabinet and mirrors (should be free from streaks).
- Sweep, mop, and clean all vinyl and tile flooring.
- Thoroughly clean toilet, sink, cabinet, and tub or shower. Remove all cleaning residues.
- Clean all wall/floor/tub/shower tile, grout and caulk with an appropriate cleaning solution.
- All soap, dishes, handles, racks, faucets and walls should be free of dirt and stains.

D. Exterior, basements, out-buildings and yard (if you are responsible for yard maintenance in your lease)

- Cut, rake and remove trash and leaves from yard.
- Sweep off all porches and decks.
- Sweep out basement, carport, garage and any out buildings, leaving only those items, which came with the property.
- Place all trash, garbage and debris where Garbage Company instructs for pick up, or remove from property. If you leave items, which the garbage company will not accept, have them hauled off at your expense.

E. Return keys, access cards and remotes.

- In order to return possession of the unit to Landlord, all keys, access cards and remotes must be returned.
- To schedule a move-out walk through and key return contact **Sam** at **404-429-8865**.