

## HARCOURTS PROPERTY MANAGEMENT

# MOVING OUT AND CLEANING

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There is often a flurry of activity on moving out of a property and it can be a stressful time. Use this guide to help you plan to maximize your security deposit refund. The property must be cleaned and vacant by 1pm on your last day of tenancy. All keys and access remotes must be returned by this time. Contact your Property Manager as soon as this list is complete.

Also, it is important you make yourself available for the move-out condition inspection. If there are any charges, your Property Manager will ask you to sign the move-out condition inspection report to indicate that you agree to these charges. You are provided two opportunities to conduct the move-out inspection. If you fail to participate on either of these occasions, you forfeit your right to the return of your security and/or pet damage deposit.

### THROUGHOUT

- Remove all of your possessions, garbage, recycling, debris and pet waste.
- Walls:** Wash any marks, scuff marks, finger prints from walls and doors unless the texture of the wall prohibits wiping.
- Windows:** Clean the windows inside including the window frames, sills and tracks.
- Balcony doors:** Clean the inside and outside of any balcony doors and tracks.
- Closet doors:** Wipe any marks from closet doors and clean any tracks.
- Blinds & window coverings:** Vacuum and wipe the dust from all blinds and clean any window coverings.
- Light fixtures & switches:** Dust light fixtures throughout and wipe light switches.
- Baseboards:** Wipe baseboards clean and wipe dust from heat registers.
- Carpets:** Vacuum carpets and have them professionally steamed cleaned. Mop and dry the hardwood floors, if applicable.
- Washer & dryer:** Thoroughly clean the washer and dryer, if included
- Light bulbs:** Replace any burnt-out light bulbs.

### KITCHEN

- Clean the inside and outside of each cupboard and drawer (vacuum the cabinets first, if required)

#### Refrigerator

- Remove all items from refrigerator and freezer. Turn the temperature control to OFF and allow the freezer to defrost. Do not remove any ice or frost build-up with a sharp instrument.
- Clean each of the shelves, crisper drawers and door shelves including under the crisper drawers. Some of the shelves may be carefully removed to make this task easier.
- Carefully pull the refrigerator out and clean the floor under the refrigerator and the top of the refrigerator. If the kitchen floor is hardwood, please do not drag the refrigerator as to damage flooring.
- Unplug the refrigerator and clean the dust from the refrigerator coils/vents at the back.
- Plug the refrigerator back in and turn temperature control(s) to 1.
- Replace any burnt out refrigerator bulbs.

#### Range hood:

- Remove the range hood filter and clean the area underneath the filter. Remove the grease from the range hood surface.
- Replace any burnt out range hood bulbs.

### Stovetop and Oven:

- If the oven has removable burners, remove them and clean the drip pans underneath.
- Clean the oven, oven door and oven racks. If the oven has a self-cleaning feature, use this to clean the oven and wipe the residue once it has cooled. If no self-cleaning feature exists, purchase an oven cleaner product and follow the directions.
- If the stove is on rollers, carefully pull it out and clean underneath it. Do not drag the stove across any hardwood floors. If not on rollers, remove the oven drawer, if one exists, to clean the floor under the range.

### Other:

- Microwave: Soak a sponge and put it in the microwave on high for one minute. Wipe down sides and top of the microwave.
- Dishwasher: Wipe down the racks, soap dispenser, silverware basket, knobs, door, door hinges and seal around the door.
- Turn sink faucet to the hottest setting and run for one minute. Pour ½ cup of baking soda down each drain. Follow with ½ cup of white vinegar. Let sit 5 minutes. Run the hottest water setting again to completely clear out drain.
- Clean sink(s) and sink hardware.
- Clean countertops and backsplash.
- Wipe light switches, light fixtures and door handles and spot clean walls, ceilings and doors.
- Clean floors and wipe floor trim boards.
- Dust any blinds and clean windows.

### BATHROOM

Thoroughly clean the sink, toilet, tub, shower, showerhead, walls, ceiling floors, trim boards, mirrors, light fixtures and vanity.

#### Tub/Shower:

- Thoroughly clean the bathtub, around the top of the tub surround, tiled walls, grout and chalking to ensure all soap residue is removed.
- Clean the showerhead to ensure all corrosion is removed.
- Facets and tub plugs must be free from all soap and residue.
- All chrome should be shining and free of water spots

#### Toilet:

- Clean the toilet bowl, the seat, the seat cover hinges, base and the bolt covers.
- Remove toilet paper and clean dispenser.

#### Sink:

- Clean the sink such that it is free from water spots.
- All chrome should be shining and free from soap residue.

#### Fan:

- Remove the fan cover and clean it in warm soapy water to ensure no dust residue is left on the cover.

#### Mirrors and cabinets:

- Clean mirrors ensuring no streaks.
- Wipe out medicine cabinet, if any, and the inside of all the bathroom cabinets.
- If the shower curtain stays with the property, run this through the washing machine.

#### Exterior Hallways/Areas

- Dust bunnies often falls off furniture when moving. Please ensure the areas external to the home are clean.

### OUTSIDE, IF APPLICABLE

- Clean the outside doors and mailbox.
- Cut the grass and ensure the flower beds are weeded, if you are responsible for lawn care
- Clean the sidewalks and entrances of snow, if applicable
- Sweep out the garage and/or shed and wash floors if necessary.

Thank you. Good luck with your next move!