

Hills and Homes Property Management

CLEANING CHECKLIST

Property Address: _____

Follow this checklist to maximize your security deposit refund!

GENERAL:

1. Make arrangements to have your trash picked up before you discontinue service.
2. Do not place trash and garbage in the recyclable cans (fines may apply). Any trash can that is overly filled will cause the garbage company to not pick up cans. Causing these cans to then be emptied and garbage hauled away at your expense. Make sure full cans are left at the curb for the next trash pick-up day.
3. All personal property must be removed including trash. Any items left at the property will be hauled away at your expense
4. All carpets must be professionally chemically cleaned (**must provide receipt to Hills and Homes**)
For estimates: Applied Carpet Care – Jon 707-479-3028, discount given to Hills and Homes clients.
5. All blinds cleaned
6. Clean all stainless steel appliances with stainless steel approved cleaners only, granite countertops with granite approved cleaners only, and hardwood floors with hardwood approved cleaners only
7. Replace any burned out light bulbs inside and outside, and replace any HVAC (Heater) filters and batteries in heater thermostat, smoke detectors, and carbon monoxide detectors if needed
8. Remove any satellite dish or systems that were put in by you at property
9. Make sure sprinkler system is working and sprinkler heads are not in need of replacing
10. Clean all windows including the window tracks, secure all screens, and remove cobwebs inside and out. If there are any broken or missing screens they will be fixed or replaced at your expense. (**Do not leave windows open**)
11. Discontinue your utility services to stop which could include: water, garbage, PG & E, cable/internet. (**Make sure date to stop services is scheduled for after your final walk through**)

ALL ROOMS:

12. Clean out all closets and wipe down shelves, doors and tracks
13. Remove cobwebs
14. Wipe down baseboards, doors, and door frames

15. □ Clean all floors, walls, ceilings, and vent covers, and built in shelves
16. □ Clean light switch and electrical outlet covers, and light fixtures
17. □ Clean ceiling fans and fan blades
18. □ Clean windows, window sills and tracks (most windows lift or tilt out for easier cleaning)
19. □ Clean draperies and/or window blinds
20. □ Replace any burned-out light bulbs
21. □ Remove all paper towel holders, adhesive hooks, ceiling hooks, mounted mirrors, nails, and thumbtacks
22. □ Vacuum carpet, sweep, mop vinyl, tile, or wood flooring and edges by baseboards
23. □ Putty, spackle, and touch up paint **unless you are not sure how to do or feel the paint won't match**. If you paint and it does not match, you will be charged for necessary paint. Charges for paint depend on length of time in the property and whether it exceeds normal wear and tear.

KITCHEN:

24. □ Clean stovetop, control panel, and dials
25. □ Clean hood fan and filter
26. □ Clean oven including the walls, racks, and broiler pan
 - * If equipped: Do not use self-cleaning function with spray-on oven cleaner
 - * When using spray-on oven cleaner carefully following directions on can and clean any remaining cleaning residue to prevent corrosion
27. □ Clean inside and outside surfaces of microwave and underside filter, and dishwasher – recommend running a cycle
28. □ Clean inside refrigerator and freezer
 - * Remove all racks, shelves and drawers, and thoroughly clean all surfaces
29. □ Clean inside and wipe down front of dishwasher
30. □ Wipe down all woodwork in kitchen
31. □ Clean pantry and wipe down shelves
32. □ Clean cabinet doors and shelves
33. □ Clean and wipe out all drawers
34. □ Clean sink and faucet fixtures, make sure that the garbage disposal is working properly.
35. □ Wipe down all counter tops; including backsplashes
 - * Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
36. □ Mop/scrub vinyl floor; including baseboards
 - * Do not overuse cleaning solution and use clean mop water to avoid leaving the floor sticky

BATHROOM(S):

- 37. Clean bathtub, shower walls, doors and fixtures
- 38. Thoroughly clean toilet inside and out
- 39. Clean cabinet doors and shelves
- 40. Clean mirror and medicine cabinet
- 41. Clean soap dishes and wipe down towel bars
- 42. Clean sink and faucet fixtures
- 43. Wipe down all counter tops; including backsplashes
 - * Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- 44. Mop/scrub vinyl floor; including base boards
 - * Do not overuse cleaning solution and use clean mop water to avoid leaving the floor sticky

YARD CARE (IF APPLICABLE):

- 45. Mow, edge, weed-eat, trim shrubs, clean out flowerbeds and any dead shrubs or grass and replace with new
- 46. If you have a pet, the yard needs to be filled in from holes or dog tracking, and all pet waste must be removed

MISCELLANEOUS (IF APPLICABLE):

- 47. Report known maintenance issues in need of repair to Landlord before moving out
- 48. Remove personal property from deck or patio and sweep
- 49. Remove padlock and clean out storage units
- 50. Empty and sweep out garage, carport if applicable and clean oil stains
- 51. Replace any burned-out light bulbs in garage and/or garage remote/keypad batteries
- 52. After everything is moved out and cleaned, walk through the property one last time to ensure no areas are missed and no property is left behind in cabinets, drawers, closets, etc.
- 53. Make sure that all keys and remotes to the property are returned in an envelope with the property address you are vacating and bring to Hills and Homes, 5350 Commerce Blvd, Suite A, Rohnert Park. If you are turning in keys after business hours there is a 24 hour drop slot for you to use. Please also provide your forwarding address for return of your security deposit.

Thank you for following this checklist to ensure a smooth move out process!