

# Move-out Cleaning Instructions & Requirements

Utilities (electric, water & gas) MUST remain on for **4 FULL business days** following move out. Failure to do so will result in \$100 and \$75 trip charge.

**\*\*\*\*\*Vacuum all carpets prior to professional cleaning\*\*\*\*\***

## **Kitchen**

- Clean stove, area under burners, oven, broiler, vent-a-hood inside and out
- Replace drip pans and exhaust screen
- Clean refrigerator, freezer, ice trays, crisper
- Unplug refrigerator and leave doors open
- Clean countertops, drawers, cabinets, pantry and sinks
- Clean garbage disposal and dishwasher of any food items
- Pledge all cabinets, doors, drawers and wood door(s) to room
- Mop and clean behind and underneath the refrigerator and stove
- Replace Stove Drip Pans
- Replace vent hood/microwave vent hood filter

## **Bathroom(s):**

- Clean all cabinets, drawers and wooden door(s) to room
- Clean all glass shelves in medicine cabinet and mirrors
- Clean sink, tub, shower, commode, and tub/shower enclosure(s)
- Clean all woodwork
- Pledge all cabinet doors, drawers and wooden door(s) to room
- Mop Floor

**Carpet Cleaning:** Carpets must be professionally cleaned. A receipt must be provided upon key turn-in or it will be scheduled and performed by Colonial Residential Properties at Tenant expense.

## **General Cleaning (TOP TO BOTTOM, FRONT TO BACK):**

- Clean and disinfect all surfaces, appliances, cabinets, etc
- Carefully remove Nails, hooks, decals and screws from the walls. Holes will be patched at the discretion of Colonial Residential Properties.
- Appliances, cabinets, garages, storage rooms, buildings, ceilings, floors, walls, windows, etc must be free of dirt, grime, food stains, marks, hair, smudges, fireplace ashes, debris, dust, soap scum, personal property, etc.
- Clean dust/cobwebs from ceiling and corners
- Clean light switches, outlet covers, and any grime on walls
- Clean all mini-blinds and drapes
- Replace any blinds or other window coverings you have taken or damaged. Blinds that are bent, broken or have missing slats will be replaced at tenant expense.
- Clean all window sills and tracks, inside and out
- Clean closet shelves and remove all hangers
- Clean all light fixtures and ceiling fans
- Replace all light bulbs – must be installed and working – including appliances (stove, garage door opener)
- Replace non-functioning/broken/missing door stops
- Replace batteries in smoke alarms

- Clean baseboards in every room
- Clean all windows in and out
- Clean sliding glass door in and out
- Wipe down any hand railings inside of the house or apartment
- **REPLACE THE A/C FILTER**
- Clean fireplace screen and clean out fireplace ashes
- If you used the fireplace, you need to have the chimney and fireplace professionally cleaned
- Clean dryer vent
- Clean and sweep debris from patio areas and garage
- Clean out storage areas/garage/attic and remove all articles
- Clean walkway and porch in front of your house/apartment
- All trash must be hauled away (DO NOT leave on curbside for pickup or in trash can)

**Yard Extras:**

- The entire yard must be freshly mowed, edged and trimmed, not earlier than two days before move out. Bushes must be trimmed. Leaves must be removed from gutters.
- Swimming pools and hot tubs must be professionally cleaned with receipts provided when keys are turned in.

**Final Notes:**

Receipts for all services are required at the time you turn in your keys. Any receipts not received will be considered incomplete and Trustmark Property Management will have the services performed at tenant expense.

If cleaning/carpet cleaning does not meet the standards of Trustmark Property Management, we will only recall one of the vendors listed in our Move Out Instructions. If you hired a vendor not on this list, Trustmark Property Management will call one of our vendors at tenant expense.

Carpeted areas must be **professionally** cleaned, shampooed and deodorized. If you had a pet, a pet enzyme must be used. A receipt must be provided at the time you turn in keys.

Move Out Pest control is mandatory upon move out and must be completed by a licensed vendor. If you had a pet, flea treatment is also required.

If Trustmark Property Management calls out a vendor to complete tenant move out requirements, the charges for the services as well as a \$50 Service Fee per service will be deducted from your security deposit.