

CLEANING LETTER

This letter is furnished for your benefit in obtaining your complete security deposit when vacating the property. We do not desire to withhold any of your security deposit. Please be sure the property is clean and ready for occupancy.

When moving into your home, a move in inspection is done to list any and all damages that exist at the time. You had 48 hours after receiving your keys to review the inspection and notify us, in writing, if there is anything wrong with your home that is not noted on your move in inspection. Please be very specific. This is what will be used to judge how much of security deposit must be withheld.

Please use this checklist as your guide to check this home when moving both in and out.

ELECTRICITY/ WATER: When it comes time for the move out inspection, the electricity and water must be left on until after the move out inspection. Failure to do so will only delay your move out inspection. If we have to have the utilities turned on, you could be charged for the connection and usage.

LIGHTS/GLOBES: Light bulbs and globes must be intact and operable. All light globes must be removed, cleaned and placed back on fixtures. Ceiling fan blades and globes need to be clean and free of build up.

FLITERS: Range hood filters must be serviceable and free of grease. Air intake and furnace filters must be new upon vacating. Air intake grates must be cleaned and will be checked for damage and must be secured. The lease states that air intake filters are to be changed every 30 days.

CEILINGS: Ceilings are to be checked for holes, hooks, gouges, cleanliness, stains, cobwebs, etc.

INTERIOR WALLS: Painting on interior walls has a life of 3 years. If the paint on the walls is new when you move in, it is expected to last 3 years. If you live in the home for 3 years and the walls need painted when you move out, it will be considered fair wear and tear. This DOES NOT include the cost to patch numerous nail holes, other types of holes or kiltzing. If the paint is not new, the amount of current wear must be stated. (We do not advise patching nail holes or spot painting walls. Doing this can make the walls look worse.) Make sure you do not forget to clean the baseboards as those will be checked for cleanliness.

PANELING: Paneling will be cleaned and wiped down with a wood restoring like liquid gold or Old English. It will also be checked for numerous nail holes, other types of holes, scratches, cracks, etc.

WALLPAPER: Wallpaper will be cleaned and checked for numerous nail holes, other types of holes, tears, stains, etc.

FIREPLACE/WOOD STOVE: Will be checked for cleanliness. All ashes should be removed. All parts/tools will be inventoried and checked for cleanliness. (Ash pits must be free of ashes and cleaned. *Firewood must be stacked at least 10 feet from the house.*)

FLOORS: **ALL CARPETS WILL BE PROFESSIONALLY STEAM CLEANED BY A STEAM CLEANING COMPANY THAT USES ONLY A TRUCK-MOUNTED MACHINE, RENTING A STEAM CLEANER OR USING A COMPANY THAT USES SIMILAR OR USING A PERSONAL STEAM CLEANER WILL NOT BE ACCEPTED.** All linoleum floors must be stripped of wax buildup and cleaned. Floors will be checked for stains, cuts, burns, holes, tears, etc. Appliances will be moved to check under them. Remember, children should be watched carefully if they drink Kool-Aid or eat popsicles, these can stain floors leaving you responsible. Be sure to vacuum edges of carpet around rooms.

HARDWOOD FLOORS: Remove all surface dust from floor then clean with damp mop. If there are worn patches, do not use water, as liquid can penetrate the wood and cause warping. You may finish off the mopping with wax or polish.

CLOSETS: Shelves should be cleaned and rods serviceable and intact. Remove any excess hangers, contact paper, etc.

DOORS: Doors will be inspected for nail holes, other types of holes, cracks, scratches, etc. All natural wood doors must be wiped down with restorer Liquid Gold or Old English. All doorstops will be inventoried and checked for serviceability.

WINDOWS/STORM WINDOWS: Will be checked for cleanliness, holes, cracks, etc. Windowsills and the area between the windows and screens/storm windows will also be checked for cleanliness.

SCREENS: Will be checked for snags, holes, and tears. The screen frames will also be checked for bends, cracks, broken areas, etc.

CURTAINS: Will be checked for cleanliness, stains, tears, etc.

CUTRAIN RODS: Will be intact and checked for serviceability, bends, etc.

DRAINS: Will be checked for clogs, slow draining lines and cleanliness

REFRIGERATOR: Must be cleaned and thoroughly defrosted. No water, ice or food particles should be present. Water pans must be empty and clean. Door seals will be checked for cleanliness and serviceability. Ice cube trays, shelves, crispers, crisper covers and any other accessories inventoried must be cleaned and serviceable. The exterior of the refrigerator must be cleaned and will be checked also for damages.

STOVE/OVEN: No grease, food particles or burnt spots are to be present. Drip pans will be replaced. Shelves, racks, broiler pans and/or covers, drawers and under the stovetop will be checked for cleanliness. The range hood will also be checked for cleanliness. This includes all filters and light covers.

SINKS: Must be cleaned of food, hair, cleaning residue, soap film, etc. They will also be checked for cracks, chips, burns and holes.

CABINETS: Will be checked inside and out for cleanliness and water damage. All contact paper and/or sticky residue must be removed. The outside must be cleaned, especially around the handles, and wiped down.

TUBS/SHOWERS: Must be cleaned, discoloration and soap film must be removed. Shower doors, door tracks, shower curtains, etc. must be clean and serviceable.

TOILETS: Will be checked for cleanliness, discoloration, stains, etc. Seats, covers, bolt caps and tanks will be checked for tightness, chips, cracks, and any damage.

MIRRORS: Must be cleaned and will be checked for cracks and chips

COUNTER TOPS: Must be cleaned and will be checked for cracks, chips and other damage.

SCREEN/ STORM DOORS: Will be checked for cleanliness, dents, damage to screens and glass. Hardware such as closers, chains, springs, handles and latches will also be checked.

YARD: Must be freshly mowed, raked, trimmed, and edged. This includes areas under patios, decks, in planters, etc. It will also be checked for holes, burned areas or areas where grass has been killed. Bushes/shrubs must be trimmed. Trees will be checked for damage such as objects nailed to them, etc. Ground cover will be replenished. Any dead grassed area will be resodded or reseeded at least a month in advance of move out. To insure it is rooted and growing.

STORAGE ROOM/ SHED: Must be emptied of all items, swept and cleaned (to include shelves). Windows, doors, walls, lights, ceilings, and shelves will be checked for damage.

GARAGE/ CARPORT: Must be emptied of all items, swept and cleaned (to include shelves). Windows, doors, walls, lights, ceilings and shelves will be checked for strains and damage.

EXTERIOR WALLS: To be checked for damage to surface paint and bricks. Foundation vents are to be in place and open

ROOF/GUTTERS: To be cleaned of pine straw, leaves, sticks, etc. Attached objects must be removed such as TV antennas, satellite dishes, etc.

MAILBOX: Post and box will be checked for damage

FENCES/GATES: Will be checked for damage such as bends, broken pieces, hardware etc.

CRAWL SPACE/SCUTTLE DOOR: Must be empty for all items. Door will be checked for damage.

If any cleaning or repairs are necessary to correct the items beyond fair wear and tear, your security deposit will be held until the completion for work. Within 30 days after returning the keys, you will be mailed an itemized list of expenses and the difference between the security deposit and repairs.

Remember, after receiving the keys to move in, you have 5 days

to review the home with move in inspection. Note anything that is wrong and return it to Alotta Properties. Be very specific when noting the problems.