

# Oak & Apple Property Management

## *Tenant Move Out Procedures And Instructions for Move Out Cleaning*

Moving out of your rental is an exciting time. A new place presents new opportunities! However, before moving into your new place, you need to ensure you have taken care of everything in your old place first.

To make this transition easier, we offer our cleaners to our tenants at the rates that we pay. It spares you the hassle of having to worry about cleaning and gives us the assurance that your clean will be to the standards we expect. The fees are deducted from your damage deposit on file (provided it is sufficient to cover damage as well) so we don't need any extra money from you. All you have to do is pack up and leave!

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*Please accept this as my authorization for Oak & Apple Property Management and their agents to arrange to have my suite cleaned on my behalf after leaving. I understand that all costs for this service will be deducted from my damage deposit post-clean and I accept all charges.*

*If my damage deposit is not sufficient to cover both damage to the unit as well as the move out clean, I agree to forward all outstanding balances to Oak & Apple and I provide here a forwarding address for all outstanding charges.*

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Signed \_\_\_\_\_

\_\_\_\_\_ Date

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

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Should you choose to clean your suite yourself, we provide this handy guideline to direct you in your cleaning as well. **Keep in mind:** this document is merely a guideline only and following it while checking off items does not guarantee that you will receive your deposit back.

We would also encourage you to refer to your Move In Checklist. This will be our guide for your move out so it will serve you well to guide your cleaning.

## **Move Out Cleaning Tenant Checklist:**

### **Kitchen:**

- Clean oven, remove the racks, clean racks and wipe off, wipe out all residue and clean around the door edges.
- Clean or replace drip pans. Clean stove top and underneath free of any grease or crumbs.
- Clean refrigerator, empty ice trays and ice maker bucket. Clean freezer and crisper drawer. Please leave the doors open and the refrigerator in the OFF position when you leave.
- Empty and clean dishwasher. Make sure the gasket area is wiped clean.
- Clean the kitchen floor, counters, sink, and inside the cupboards and pantry.

### **Laundry Room:**

- Wipe down washer and dryer completely leaving no soap residue in the corners or around the top. Take everything out of the dryer and clean the lint trap.
- Clean laundry room floor. Check behind and around the washer and dryer to ensure no stray items will be left.

### **Living Room:**

- Dust ceiling fan blades.
- Clean all windows, window ledges and mini-blinds.
- Clean fireplace.
- Clean all floors including shampooing carpets.

### **Bathrooms:**

- Clean tub and tiles free of soap scum and mildew with bleach and detergent.
- Clean the toilet inside and outside.
- Clean sink and vanity top. Remove everything out of the drawer, medicine cabinet and underneath. Wipe out and clean drawers, medicine cabinet and underneath the cabinet.
- Wash and clean floor with bleach or detergent.

### **Bedrooms:**

- Dust ceiling fan blades.
- Clean all windows, window ledges and mini-blinds
- Remove all personal items from the closets.
- Vacuum and shampoo all carpets.

Remove all items from storage and clean thoroughly. Be sure that all items have been disposed of in dumpsters. Sweep out the storage room and remove cobwebs.

If anything in your unit is not covered under this checklist or you have questions about cleaning, don't hesitate to contact us through the tenant portal.

Thank you.