

## Addendum B, Move Out Cleaning Instructions

Property Address: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_

**The Move Out Cleaning Instructions establishes the level of cleanliness we expect you to meet when you check out.**

1. All floors are to be cleaned thoroughly.
  - (a.) Damp Mop all hardwood floors. (Do not use an excessive amount of water because it will cause the floor to buckle.
  - (b.) Damp Mop all Vinyl and Tile Floors. Do not use wax.
  - (c.) Carpets must be professionally steam cleaned and a **paid receipt** will be required upon our arrival for inspection. Rental Machines are **NOT** acceptable.
2. The fireplace, if used, must be cleaned by a Professional Chimney Sweep. If not used, it **MUST** be inspected by a Professional Chimney Sweep and Certified Clean. A **paid receipt** must be provided to us when we arrive to perform our inspection.
3. The return air filter(s) must be changed. Clean the cover and surrounding area. Clean all floor/or ceiling vents.
4. Any noticeable marks on the walls are to be cleaned. if you have used large nail to hang pictures, etc., you will need to spackle the hole, sand, and restore the wall to its original appearance. If painting is necessary, contact us for approval of the paint and painting instructions.
5. All windows are to be washed inside and outside. All screens are to be washed. Windowsills must be wiped free of dust and bugs.
6. All appliances are to be cleaned thoroughly, inside and outside.
  - (a.) The range must be free of grease and crumbs.
  - (b.) The broiler pan, oven, oven racks, and oven drawer must be free of grease and crumbs.
  - (c.) The drip pans must be cleaned and if unserviceable, replaced.
  - (d.) The refrigerator must be cleaned thoroughly, including the rubber seals, coils, and drip pans. Please **INSURE** that the doors are left open to prevent mildew.
  - (e.) All cabinets and drawers must be washed inside and outside.
  - (f.) All floors around and under the appliances must be mopped.
7. All baseboards, doorjamb, and ceilings should be wiped free of dust, cobwebs and food. All closet floors and shelves must be cleaned.
8. Bathroom(s)
  - (a.) All surfaces must be scoured and disinfected. No mildew or soap scum should be present.
  - (b.) All cabinets, including the medicine cabinets, must be washed inside and outside.
  - (c.) Mirrors must be cleaned.
  - (d.) All faucets must be cleaned.
  - (e.) Pipes must be dust free.
9. Ceiling fans and light fixtures are to be cleaned inside and outside. All burnt out bulbs must be replaced.
10. The garage and/or carport must be swept. The utility room must be swept and free of debris.
11. The yard must be mowed, raked and edged. Gutters must be free of leaves and pine needles. Walks and driveways are to be edged and swept. Shrubs are to be trimmed. **ALL TRASH MUST BE REMOVED FROM THE PROPERTY.**
12. Remove all excessive dirt and cobwebs from the exterior of the home.
13. Bare spots and holes caused by pets, vehicles and or children's toys must be filled in, leveled, fertilized and seeded.
14. All personal belongings must be out of the house before our arrival to perform your inspection.
15. The utilities **MUST** be on during inspection and must remain on until the house has completely passed inspection. Failure to have all utilities on will result in an additional inspection and rent will be due until the inspection is completed. You will be required to have the utilities turned back to your name.
16. When moving, **DO NOT PARK** or **DRIVE** the moving truck in the yard. This could result in damage to water/sewer lines.
17. If, for any reason, the house is not completely ready for inspection upon our arrival, you will be charged a \$ **25.00** re-inspection fee. **NO EXCEPTIONS!** You will continue to be charged rent for the period the property has not passed the inspection. You may postpone and reschedule inspections and reasonable notice.

**I/We have read and agree to the above Addendum B, Move Out Cleaning Instructions.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Agent Initial: