

MY GREAT RENTAL.COM  
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## MOVE OUT CONDITION

Per your lease, you must thoroughly clean your unit before you leave. We have provided a cleaning list below as a guide. Leave yourself enough time to clean in order to avoid cleaning charges that will amount to \$25/hour.

When in doubt as to what cleaning supplies to use, please call.

### Refrigerator:

1. Remove ALL FOOD from refrigerator and freezer areas.
2. Wash inside of refrigerator & freezer with warm water. Make sure inside is spotless (egg trays, door shelves, etc)
3. Take out all drawers and wash in warm water - dry and replace.
4. Wash and dry outside of refrigerator - **including the top of the refrigerator.**
5. Move refrigerator out from wall and clean underneath. DO NOT UNPLUG
6. Dust off grill at bottom of refrigerator.

### Stove:

1. Remove racks, broiler pan and drip pans. Soak in hot water to clean (scrub if necessary), dry well and replace.
2. Clean/Scrub inside of oven, top of stove, under elements (may need to lift up stove top) and pan drawer. If it is not a self-cleaning oven, you must use an oven cleaner and scrub where necessary.
3. Wash and dry outside of stove.
4. Pull out stove or take out bottom pan drawer and clean under stove.
5. Scrub the range hood and exhaust fan. Clean the filter.

### Cabinets and Drawers:

1. Remove all items from cabinets and drawers.
2. Wash cabinets inside and out. If something is sticky, make sure you scrub to remove it.
3. Wipe out drawers with damp rag. If something is sticky, make sure you scrub to remove it.
4. Scrub sink with cleanser and clean off all counter tops well.

### Bathroom(s):

1. Clean bathtub, tile or surround around the tub. **SCRUB OFF ALL SOAP SCUM, DIRT & MOLD.**
2. Clean inside and outside of toilet. **MAKE SURE YOU CLEAN UNDER AND BEHIND TOILET.**
3. Clean / scrub sink and all sink fixtures.
4. Clean the inside of medicine cabinet or any other cabinets in bathroom.
5. Clean all mirrors.

### Laundry Areas:

1. Remove all items from washer/dryer
2. Remove lint from dryer
3. Clean inside the washer for any soap residue.
4. Vacuum out the lint filter area, under and around the washer/dryer.
5. Wipe down outside of both units

### **Miscellaneous:**

1. Wash all light fixtures in warm water - rinse, dry and replace - bugs and dust accumulate in these.
2. Clean all outlet covers and switch plates.
3. Replace any burnt out bulbs.
4. Clean inside and out of dishwasher.
5. Clean windows, window tracks and windowsills (also tracks on sliding glass door must be cleaned).
6. Wipe down exhaust fan covers in bathroom
7. Wipe down all closet shelves (bedrooms, hallway, bath, etc)
8. Wipe down all doors (inside and out) - both interior and exterior doors
9. If you have a garage, clean out all debris and sweep
10. Make sure ALL garbage or ALL items that are not part of the unit are removed from the unit and properly disposed.
11. Vacuum all carpeted areas
12. Clean/dust all blinds
13. Scrub all vinyl floor areas (kitchen, bath, entry, washer/dryer areas, etc), including under and movable appliances (do this last)
14. Dust all baseboards.
15. Wipe down walls. Finger prints, dirt, spills..etc.
16. Remove any garbage and dispose of properly - do not leave any items in the unit that did not come with the apartment. If you leave garbage in excess of what can fit in the garbage can, you will be charged a dump fee.

### **CARPETS:**

In accordance with the terms of your Lease, the carpets will be professionally cleaned when you vacate.

### **YARD/PATIO/DECK:**

1. Make sure the yard is free of debris, garbage, or personal items.
2. Remove weeds, mow the yard - the yard should be in the same condition as it was upon Move-in.
3. Sweep patios/decks. Scrub any stains, spills etc to the best of your ability.

**THIS LIST IS MEANT AS A GUIDE AND MAY NOT BE ALL-INCLUSIVE. THE UNIT SHOULD BE LEFT IN A CONDITION WHERE THE NEXT TENANT CAN MOVE RIGHT IN WITHOUT ANY ADDITIONAL CLEANING.**

### **Other Information:**

- 1) Notify the utility companies to stop services in your name (i.e. electric, cable, phone, gas)
- 2) **Leave your forwarding address with the post office and My Great Rental.**
- 3) Deposits are issued in the name of ALL tenants who are listed on the Lease Agreement or Lease Assignments. If the deposit needs to be issued in the names of each tenant individually or in the name of one tenant only, a letter must be given to our office that states how the deposit is to be split and this letter **MUST BE SIGNED BY ALL TENANTS LISTED ON THE LEASE.** If all tenants do not sign the letter, one check will be issued in ALL names.

**Once keys are returned, no one is allowed back in the rental unit for any reason.**