

What follows is a general information and required cleaning sheet. Following this will help to expedite the check out and deposit return process. You may request an inspection of the premises one-week prior to vacating. This may help in assuring the premises are returned in a satisfactory condition. Please do not hesitate to call if you would like to schedule an appointment.

General Information When Vacating The Premises:

- Leave heat on and thermostat set at 55 degrees. Please do not leave air conditioning on in the summer.
- Lock all windows and doors.
- Remove all personal items such as cleaning products, soap, shampoo, shower curtains and clothes hangers.
- Leave drapes and blinds open.
- Mow the lawn and weed flower and shrub beds.
- Sweep patios and porches.
- Clean and sweep garage.
- Remove firewood and any other stored or abandoned real property from the premises.
- Set the trash out as appropriate.
- Return all keys and garage door openers to office. Or check with office before locking keys inside.

General Required Cleaning Upon Vacating Unit

- Remove nails and picture hangers - leave holes, do not fill.
- Clean light fixtures and replace light bulbs that are burnt out
- Shampoo carpets (refer to Condition of Premises Statement)
- Wash vinyl and tile floors. Recommended method: light solution of ammonia water followed by towel drying.
- Empty closets, cabinets, and drawers. Remove shelf paper or liner and wipe clean with a damp cloth.
- Dust windowsills and clean inside of window glass.
- Dust miniblinds and vertical blinds.
- Clean fireplace and hearth of ashes. Close damper.
- Wash Walls

Kitchen specific cleaning required:

- Appliances: clean interior and exterior surfaces as appropriate. Be sure to include the oven drawer and the range hood.
For drip pans, please refer to the condition of premises. Defrost freezer. Leave refrigerator running – do not turn off.
- Sink and faucet – leave clean and shiny.
- Counter tops – wipe clean.
- Floors and cabinets – see above

Bathroom specific cleaning required:

- Toilet – clean inside of bowl and wash entire outside of tank and stool. Leave seat and lid down.
- Tub / shower and faucet – leave clean and shiny, free of soap and mildew residue.
- Medicine cabinets and mirrors – leave clean and shiny
- Toilet paper holder and towel bars – leave shiny and dust free.
- Floors: see above

Please be reminded that the propane tank must be filled to the same level that it was at move in!

Once you have vacated and cleaned the premises, please call at least one week in advance for an appointment for a final inspection. At that time we will need all keys returned and your forwarding address for security deposit disbursement. If the rental unit is not returned to Fischer and Erwin Property Management clean and damage free, you will be charged rent through the time required to return the rental unit to its initial condition at the time that it was leased. Deposit disbursement may take up to 30 days.