

CLEANING CHECKLIST TO MAXIMIZE SECURITY DEPOSIT REFUNDS:

REMEMBER **NOT** TO REPAIR WALLS, **NOT** TO PAINT AND **NOT** TO FILL NAIL HOLES. CLEANING HEAVILY SOILED AREAS, REPLACING MISSING BULBS AND THE DISPOSAL OF YOUR PERSONAL BELONGINGS AND TRASH BOTH INSIDE AND OUTSIDE THE PROPERTY IS THE BEST USE OF TIME TO MAXIMIZE YOUR DEPOSIT REFUND.

THE COST OF THESE ITEMS **ARE NOT INCLUDED** IN THE CHANGE OVER FEE. Tenants should eliminate as many of these as possible to maximize the deposit. (The cost for these items will be deducted from the deposit.)

BEDROOMS LIVING ROOMS, COMMON ROOMS, STAIRS AND HALLWAYS:

- Removal of furniture and personal belongings;
- Pre-wash heavily soiled wall, trim, floors and stairwells;
- Remove food and beverage splatters from ceilings and walls;
- Removal of pictures, posters, nails, pins (do **not** fill holes or touch-up paint);
- Removal of graffiti, stickers, tape, wax, adhesive squares or strips;
- Replacement of non-working bulbs (bulbs must be white or clear bulbs only 60 - 75 watt or their CFL equivalent);
- Replace missing battery in smoke alarms (use test button to verify);
- Remove trash or debris;
- Leave keys in bedroom, return to the office or bring to the walk-through (no credit given for keys returned after the walk-through)

2. BATHROOMS:

- Removal of furniture and personal belongings;
- Pre-wash heavily soiled wall, trim and floors;
- Remove food and beverage splatters from ceilings and walls;
- Pre-wash heavily soiled tub, shower, sink, toilet, vanity and medicine cabinets;
- Removal of pictures, posters, nails, pins (do **not** fill holes or touch-up paint);
- Removal of graffiti, stickers, tape, wax, adhesive squares or strips;
- Replacement of non-working bulbs (bulbs must be white or clear bulbs only 60 - 75 watt or their CFL equivalent);
- Replace missing or non-working vanity bulbs (40 - 60 watt white only);

3. KITCHENS AND LAUNDRY ROOMS:

- Removal of furniture and personal belongings;
- Pre-wash heavily soiled wall, trim and floors;
- Remove food and beverage splatters from ceilings and walls;
- Removal of pictures, posters, nails, pins (do **not** fill holes or touch-up paint);
- Removal of graffiti, stickers, tape, wax, adhesive squares or strips;
- Replacement of non-working bulbs (bulbs must be white or clear bulbs only 60 - 75 watt or their CFL equivalent);
- Empty Refrigerator and all cabinets.

4. FIRE SAFETY EQUIPMENT:

- Replace missing battery in smoke alarms (use test button to verify);
- Replace missing or discharged Fire Extinguishers in holsters with safety pins or seals unbroken;

5. OUTSIDE:

- Clean up loose trash, glass or cigarette butts around the property
- Remove trash or personal belongings from the property. Trash may not be left at the street after the move-out inspection.

Tenants should schedule their clean up to utilize their regular trash days and the monthly large trash days by the city. These dates are located in you lease and on:

www.castleproperty.com/Move-Out-Schedule.htm