

CLEANING CHECKLIST TO MAXIMIZE SECURITY DEPOSIT REFUNDS:

PLEASE DO **NOT** TO REPAIR WALLS, DO **NOT** TO PAINT AND DO **NOT** TO FILL NAIL HOLES.

The best use of time to maximize your deposit refund is to clean heavily soiled areas, replace missing bulbs, replace dead/missing smoke alarm batteries, and dispose of all personal belongings and trash inside and outside the property.

The cost of the items below **ARE NOT INCLUDED** in the change-over fee. Tenants should eliminate as many of these items as possible to maximize the deposit refund. Each item skipped, 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 60 - 75 watt or CFL/LED 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 more than 24 hours after the walk-through)

2. BATHROOMS:

- Removal of furniture and personal belongings;
- Pre-wash MILDEW, or 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 60 - 75 watt or CFL/LED equivalent);
- Replace missing or non-working vanity bulbs (40 - 60 watt white vanity bulbs 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 60 - 75 watt or CFL/LED equivalent);
- Empty Refrigerator and all cabinets. (Do not unplug or turn off the refrigerator)

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