

MOVE OUT CLEANING GUIDE

Landlord: Gilmour Homes LLC
Tenant: Ted and Tiffani Tenant
Leased Premises: 1234 Main Street, Anytown, IN 12345

As you prepare to vacate the property, Gilmour Homes would like to remind you the property must be cleaned and returned in the same or better condition than it was received. If there are damages to the property or cleaning is required after you vacate the property, charges will be assessed accordingly. Charges for damages and/or cleaning are not limited to your security deposit.

Gilmour Homes recommends the following cleaning products:

Cleaning Product	Mix Ratio	Good For
Dawn Concentrate	3oz per gallon warm water	floors, walls, cabinets, appliances
Lysol All Purpose	3oz per gallon warm water	toilet, shower, counters, cabinets, appliances
Windex	pre-mixed	all glass surfaces
Easy Off Oven Cleaner	pre-mixed	inside only of non-self-cleaning ovens

bleach or other harsh chemicals should never be used and may cause damage

Below are items that must be cleaned prior to vacating the property. **This is not an exhaustive list**

KITCHEN

Refrigerator

Clean all food out of Refrigerator and either leave it running OR make sure doors are propped open.

Clean outside and inside of refrigerator and freezer thoroughly, removing all debris and stains.

Remove any stickers that you may have put on the refrigerator, other appliances, cabinets, etc.

Remove the drawers and clean inside as well as under them, then put them back into place.

Move the refrigerator away from the wall and clean behind it (be careful not to damage the flooring).

Clean the refrigerator drip pans and the front grill at bottom.

Note: Any parts in refrigerator, range, dishwasher, etc. that are broken or damaged, such as clips, racks, drawers, and shelves, are expensive to replace because they must be special ordered.

Cabinets/Countertops

Empty and clean out all cabinet drawers and tops of cabinets.

Clean inside and outside of cabinets, including cabinet doors, drawers, and shelves

Remove or replace cabinet liners as applicable.

Make sure all hardware is cleaned.

Clean counter/bar tops and remove any stains, if possible.

Burns, scratches, stains, and chips will require the entire counter-top replacement.

Stove/Range

Clean stove, including under stove burners, control knobs, stove top, and back-splash (if entire stove top lifts, clean underneath this as well)

Glass top stove tops must be cleaned with appropriate glass stove top cleaner, which was provided at move-in.

Clean stove rings, drip pans (if applicable) and replace with manufacturer specific pans if necessary.

Move out stove and clean behind (be careful not to damage flooring).

Clean oven, racks, and doors (remember to clean both sides of oven rack)

Clean both top and inside of stove hood, plus the filter and bulbs.

Use self-cleaning function of oven if applicable (no cleaning chemicals are necessary). Make sure oven cleaner residue is not left in stove and that stove is not left greasy. After cleaning, turn oven on for a few minutes – if oven turns white, there is still residue from the cleaner. You will need to rinse with plain water again after oven has cooled down.

Remember to pull out and clean inside and under bottom drawer of stove (or access panel).

General Kitchen

Clean fire extinguisher, if applicable, as well as bracket, and leave it in the bracket.

Sweep and mop vinyl or tile floor, and make sure it is clean (clean tile grout with grout brush).

Clean sink and drainpipes under the sink. Replace burned out or missing light bulbs with identical LED daylight bulbs (check inside refrigerator, stove, hood, over sink, etc.).

Clean inside, doors, shelves and outside of dishwasher and microwave oven, if provided.

Clean light fixtures.

Make sure windows, windowsills and screens are clean.

Clean baseboards, windowsills, and heat ducts. Wipe down walls and remove any cobwebs.

Remove any nails, tape or stick-ups from walls, cabinets, windows, and mirrors.

LIVING ROOM, DINING ROOM, FAMILY ROOM

Clean baseboards and baseboard heaters.

Clean windows, sills, and screens. Wipe down walls and remove any cobwebs.

Remove any nails, tape, or stick-ups from walls (be careful not to damage sheetrock).

Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.

Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.

Replace burned out or missing light bulbs with identical LED daylight bulbs.

Vacuum and professionally clean carpets (if applicable) and make sure all trash is removed.

HALLWAY& STAIRWAYS

Vacuum and professionally clean carpets (if applicable) and make sure all trash is removed.

Clean windows, sills, and screens. Wipe down walls and remove any cobwebs.

Clean baseboards.

Make sure ALL fire prevention alarm/detectors are hooked up properly and are working.

Remove any nails, tape, or stick-ups from walls or mirrors (be careful not to damage sheet rock).

Empty hall closets and clean shelves.

Replace burned out or missing light bulbs with identical LED daylight bulbs.

BEDROOMS

Vacuum and professionally clean carpets (if applicable) and make sure all trash is removed.

Clean doors, floors, baseboards, and baseboard heaters, as applicable.

Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.

Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.

Clean windows, sills, and blinds, as applicable. Wipe down walls and remove any cobwebs.

Remove any nails, tape, or stick-ups from walls, mirrors, and windows (be careful not to damage sheet rock).

Empty closets and clean shelves, vacuum or sweep floors.

Replace burned out or missing light bulbs with identical LED daylight bulbs.

BATHROOMS

Clean windows, sills, and screens. Wipe down walls and remove any cobwebs.

Clean tub/shower enclosure, sink and countertop.

Remove all mold, mildew, and soap scum. (If you have a fiberglass shower/tub, ONLY use non-abrasive type cleaners!)

Clean around top of tub/shower enclosure

Clean toilet bowls and lids (Remove anything that colors toilet water)

Clean toilet tank and around base of toilet.

Clean shower head and all faucets.

Clean medicine cabinets, mirrors, and shelves.

Remove your shower curtain and rings (if applicable) and replace with the shower curtain and rings provided at move in.

Replace burned out or missing light bulbs with identical LED daylight bulbs.

Clean doors, floors, and baseboards.

Clean heater grills, vents, and fan grill in ceiling.

FLOORS

If your dwelling has wood floors, clean them with appropriate cleaner, refurbish any damage.

If your dwelling has carpeting, contact a professional carpet cleaning service to have carpet cleaned.

Clean tile grout with grout brush.

LANUDRY ROOM

If applicable, clean the washing machine inside, outside, control knobs and behind.

If applicable, clean the dryer inside, outside, and carefully clean lint filter.

If applicable, clean doors, floors, and baseboards.

If applicable, clean fire extinguisher and leave in bracket.

Dust and clean any shelving.

GARAGE, SHED, CARPORT

Remove ALL trash and personal items

Sweep floor

LAWN

Remove ALL trash from yard, including cigarette butts and other debris

Mow, trim, and edge yard

MISCELLANEOUS ITEMS

Carpets (if applicable) were professionally cleaned prior to move in. Carpets must be professionally cleaned when you vacate the property. If carpets are not professionally cleaned (proof required), a cleaning charge will be assessed.

The window blinds are ours. If you have broken and/or replaced the window blinds with a different style or color than originally installed, you will be charged for a proper style and color replacement.

The shower curtain and rings are ours. The shower curtain and rings were new at move in and should be cleaned or replaced if necessary.

Remove all trash. Do not leave any trash in the dwelling or outside the door, in or around the yard, driveway, porch or decks, as applicable.

Sweep, mop, or vacuum and professionally clean carpets throughout entire unit.

Wipe down, electrical plates, outlets, switch plates, and switches.

Clean deck, patio, and porch

Clean exterior doors.

Clean outside light fixtures and make sure they have proper LED daylight bulbs that are working.

Make sure all closets are cleaned out.

Clean top of hot water heater & pan.

Patch all holes and/or imperfections in walls, doors, etc. where items were hung.

CHARGES

Charges will be assessed for damages or clean up expenses incurred during your stay in the rental property. Charges for damages and/or cleaning are not limited to your security deposit. The total charges will first be deducted from the security deposit and any overages will be invoiced. **Damages and cleaning which exceed the security deposit must be paid upon receipt of the security deposit accounting statement. If payment is not made by the date listed on the security deposit accounting statement, the account will be turned over to Procol Inc. for collections.**

VACATING AND CHECKING OUT

You must be completely moved out on xx/xx/xxxx no later than 5:00pm. This means that the rental property must be empty of all personal belongings, in absolute clean condition as described above. Keys and garage door opener can be returned to the landlord or left on the kitchen counter - remember to lock all doors. If you have questions, contact us at 812-789-5498.

Thank you for choosing us for your housing needs.

Gilmour Homes LLC