

MOVE-OUT AND CLEANING CHECKLIST

Important Notice:

If the following are not cleaned to the satisfaction of the manager, the indicated amounts will be **deducted from your cleaning and security deposit**. We value our time and you value your money. To maximize the return of your deposit, please contact the manager after you're done cleaning, but before you leave. A pre-inspection before you leave will make sure our idea of clean matches yours. If there are any discrepancies, you will be able to fix them before a final inspection. The Pre-inspection will only happen after you are completely finished cleaning and moved out. If you elect to not to have a pre-inspection, we will inspect the empty apartment and make our **potentially expensive** judgment without you. Please remember that **all cleaning and repairs must be finished by the time your paid rent expires or a daily rental fee will be charged until completed**.

Knotts Apartments retains the right to make appropriate charges for the repair of damages which cannot be classified as "normal wear and tear" (chips in fixtures, torn screens, broken doors, torn linoleum, holes in walls, nail holes, crayon or ink-stained walls, or items left behind needing removal, etc.)

NOTE: You may not say that the apartment was dirty or damaged when you moved in unless you have specifics documented on a signed inventory sheet. No exceptions.

Kitchen:

- \$80.00 Clean oven. Top, bottom, sides, underneath, racks, and glass - spotless. Place newspapers under the oven door when cleaning. Must be spotless. Do not spray racks, drip trays or rings with oven cleaner...
- \$30.00 Clean racks, drip trays, and rings with "S.O.S." pads.
- \$30.00 Clean range underneath drip trays, must be spotless.
- \$25.00 Clean under range and under range hood (if applicable).
- \$25.00 Vacuum and wipe all cupboards and drawers.
- \$25.00 Polish the outside of cupboard doors (with Scott's Liquid Gold, or equivalent.)
- \$30.00 Clean refrigerator inside and out and defrost freezer. (Do Not use soaps or detergents in refrigerator or freezer)
- \$30.00 Clean floor. Use mild soap or detergent. Clean floor under fridge. Vacuum, dust back of refrigerator. **CAUTION: Take extreme care when moving the refrigerator, because the legs and wheels can cut into the linoleum if not, moved carefully.**
- \$65.00 Clean **all** counter-tops, windowsills, window tracks, pantry closets & shelves.
- \$25.00 Clean sink, chrome. Use "Soft Scrub" or equivalent no-abrasive cleaners. Use a toothbrush and "**Lime-Away**" to remove scale from water knobs.

Office: 801-798-0885
Fax: 801-798-7425
Email: rory@knottsapartments.com

(Cont.)

Bathroom:

- \$30.00 Clean toilet, inside, outside and the floor all around. No urine or hairs tolerated.
- \$25.00 Clean mirror and cabinet.
- \$20.00 Vacuum and wipe all cupboards, drawers and shelves.
- \$25.00 Polish the outside of Cupboard doors (with Scott's Liquid Gold, or equivalent.)
- \$20.00 Clean floor. Use mild soap or detergent. Do not wax. Be sure to clean underneath the washer and dryer. **CAUTION: Take extreme care when moving the washers and dryers.**
- \$35.00 Clean tub and sink, including tub floor, faucets, and knobs. You must **remove ALL OF THE WATER DEPOSITS.**

Livingroom, Bedrooms, Closets, Hall:

- \$30.00 Vacuum floors **meticulously.**
- \$25.00 Remove **all** cobwebs. Dust and clean all air duct vent covers
- \$75.00 Clean **all** baseboards, door casings, windowsills, and window tracks
- \$25.00 Clean **all** closet shelves.
- \$45.00 Vacuum and dust furnace closet, furnace and hot water heater.

Miscellaneous:

- \$100.00 Clean **all** spots off walls. When doing this use clean rags, change water often, ("Spic and Span" or equivalent that will not leave walls streaked.) Clean walls are your responsibility.
- \$50.00 Clean **all** inside windows (no streaks), **window gutters** (tracks), and **window blinds** (no bugs, dust, dirt, etc...)
- \$300.00 Remove all garbage. Including any debris outside, around or behind the building. Knotts' apartments dumpsters are for tenant daily household garbage only. Tenant will **NOT** place furniture, appliances, mattresses, bed frames or there equivalent in the dumpster.
- \$30.00 Clean entry area in front of apartment. Remove personal belongings from under the stairs, etc.
- \$50.00 Clean **all** light fixtures and remove dead bugs. **All** light bulbs must work.
- \$85.00 Leave all apartment keys with the manager.

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- Please forward your mail with the USPS.**
 - Email your forwarding address information to the manager: < rorv@knottsapartments.com >**
 - Have your gas and electricity transferred back to Knotts Apartments.**
 - Return the signed "RELEASE OF RIGHTS TO POSSESSION" form. <https://bit.ly/3qYq0AW>**

Thank You!