Cleaning Your Apartment Checklist

Make an “X” on the line of each item as you clean it, so you don’t forget anything! This is meant to be a reference guide, please check with your current landlord/property manager for specific requirements per the condition of your lease. Take pictures of the apartment and keep for your records in the event there are differences of opinion of the condition of the apparent. Send copies of the photos, the completed “Move-in/Move-out Checklist” and the completed “Cleaning Your Apartment Checklist” to the landlord/property manager. If the landlord or property manager won't sign off on the checklist send copies to the landlord/property manager and one to yourself and leave the package unopened. The postmark on the envelope may help prove the date of the cleanliness of the apartment upon departure.

Kitchen

__ Stove/Oven: Use an all-purpose cleaner to clean grease and food from the walls near stove, range hood, stovetop, under stovetop, burners and drip pans. Spray oven cleaner should be used inside the oven, on the oven walls and on the oven racks. Do Not ignore the directions on the can!

__ Refrigerator/Freezer: Remove all of the shelves and drawers from the refrigerator and freezer. Place them in the dishwasher or wash them by hand. Use an all-purpose cleaner to clean all surfaces inside and outside of the refrigerator and freezer. Remove any food build-up. Don't forget the little compartments where you kept the butter and eggs! Wipe down all of the shelves, dry the shelves, and place them back in the refrigerator.

__ Cabinets: Using a multi-purpose cleaner that is safe to use on your cabinets, wipe down the interior and the exterior of the cabinets. (Cabinets near the stove may have excessive grease build up and should be cleaned thoroughly.)

Bathroom

Thoroughly clean the sink, tub, toilet and shower. Make sure you have removed any buildup and wipe down the fixtures.

__ Sink  __ Tub/Shower  __ Toilet  __ Mirrors  __ Medicine Cabinet  __ Vents  __ Exhaust fan

Bedroom

__ Wipe down all closet shelves  __ clean any mirrors

Walls

Remove wall hangings. Dust and clean cobwebs. If you have marked or put holes in the wall, do not try to repair damages yourself. You may make the problem worse which may lead to increased repairs charges.

__ Kitchen  __ Living Room  __ Bathrooms  __ Bedrooms  __ Other: ____________________  __ Other: ____________________

Furniture

Make sure all furniture is returned to the same rooms as when you moved in. Dust and vacuum all furniture.

__ Kitchen  __ Living Room  __ Bathrooms  __ Bedrooms  __ Other: ____________________  __ Other: ____________________

Light Fixtures

Check to make sure the light fixtures are clean and any dead insects are removed. Wipe glass fixture covers.

__ Kitchen  __ Living Room  __ Bathrooms  __ Bedrooms  __ Other: ____________________  __ Other: ____________________

Windows
### Cleaning Your Apartment Checklist

Dust window sills, clean screens, and clean the inside of the windows using window cleaner. Dust mini blinds.

<table>
<thead>
<tr>
<th>Kitchen</th>
<th>Living Room</th>
<th>Bathrooms</th>
<th>Bedrooms</th>
<th>Other:</th>
<th>Other:</th>
</tr>
</thead>
</table>

#### Floors

Sweep and mop the floor. Treat spots on the carpet and vacuum. Mop floors, use oil soap on the wooden floors. Pull out the stove and refrigerator and clean that part of the floor too. Be extra careful when pulling these appliances as they can scratch wooden floors, damage linoleum or break tile. Dust all baseboards, baseboard heaters and electrical plates.

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<tr>
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</tr>
</thead>
</table>

#### Exterior / Outside Apartment

<table>
<thead>
<tr>
<th>Front Door</th>
<th>Back Door</th>
<th>Balcony</th>
<th>Patio</th>
<th>Steps</th>
<th>Other:</th>
</tr>
</thead>
</table>

#### Miscellaneous

- Wipe down washer/dryer inside/out
- Remove Storage/Garage

#### Belongings

Remove all personal items, trash, food, etc. from the apartment. You will be charged for the removal of any abandoned personal items or trash left.

#### Notification of Damages

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

#### Tenant’s Forwarding Address:

Street Address/PO Box

City

State

Zip

Tenant: ____________________________________________  (print & sign)  (Date)

Landlord: _______________________________________  (print & sign)  (Date)

Date copies of list and pictures provide to landlord/property manager: ______________________________