



VALLEY BROKERS
PROPERTY MANAGEMENT

Move-Out Cleaning Checklist

KITCHEN/DINING ROOM

Refrigerator:

- ✓ Move refrigerator away from wall
- ✓ Remove grease and grime off wall behind refrigerator
- ✓ Scrub and mop floor where refrigerator normally stands
- ✓ Clean sides of refrigerator
- ✓ Move refrigerator back in place
- ✓ Defrost freezer and clean
- ✓ Remove and clean all shelves and crispers
- ✓ Clean inside of refrigerator before replacing shelves and crisper
- ✓ Do not disconnect or leave turned off

Stove

- ✓ Remove grease and grime off wall and cabinet sides around and behind stove
- ✓ Scrub, mop, wax floor where stove normally stands
- ✓ Move stove back in place
- ✓ Remove grease and grime off range hood
- ✓ Clean range top, front and doors
- ✓ Remove grease and grime from oven, including racks and broiler

Cupboards and Drawers

- ✓ Remove all food/debris particles from all surfaces
- ✓ Wash and rinse all shelves and drawers
- ✓ Clean all cabinet doors and drawer fronts inside and outside

Dishwasher

- ✓ Clean inside and outside, including door edges

Light Fixtures

- ✓ Remove all fixtures, clean, replace burnt out bulbs, and put fixtures back in place

Baseboards

- ✓ Wash and rinse

Work areas and under sink

- ✓ Clean under sink, making sure it is debris and grease free
- ✓ Clean countertops and sink

Floors

- ✓ Scrub and mop all vinyl floors

BATHROOM

- ✓ Remove soap scum and stains from tub, tub fixtures and shower rod
- ✓ Clean and shine wall tile around tub areas
- ✓ Scour sink and soap holder
- ✓ Clean vanity cabinet inside and out, including doors
- ✓ Clean inside and outside of medicine cabinet and cabinet door (including mirror)
- ✓ Disinfect, scrub and remove stains from inside and outside of toilet
- ✓ Clean linen closet/shelves and both sides of door
- ✓ Remove light fixture(s), clean, replace burnt out bulbs and put back in place
- ✓ Scrub and mop bathroom floor, making sure to remove dirt

BEDROOMS/HALLWAYS/LIVING ROOM

- ✓ Clean windowsills, frames, tracks, casing, and both sides of glass
- ✓ Clean closet shelves, rods, tracks, casing, and both sides of doors
- ✓ Clean both sides of all doors including casings
- ✓ Remove light fixtures, clean, replace burnt out bulbs, and replace light fixtures
- ✓ Vacuum all carpets
- ✓ Wash all baseboards
- ✓ Scrub and mop all vinyl or tiled areas

EXTERIOR and LANDSCAPING

- ✓ Light fixture is clean and burnt out bulbs are replaced
- ✓ Front door is wiped down and free of fingerprints and dust
- ✓ Front and back porches and decks have been swept or power washed as needed
- ✓ Lawn and yard work is completed
- ✓ Garage and/or carport is cleaned including oil stains
- ✓ Vehicles and parts of vehicles have been removed from premises

UTILITIES, POST OFFICE and KEY RETURN

- ✓ Call all utility companies and notify of move-out date
- ✓ Make certain all utility payments are current. Remember you are responsible for all utility payments until the time you return the keys to the office.
- ✓ Notify Post Office at www.usps.com of your change of address
- ✓ Notify Coldwell Banker Valley Brokers Property Management of your new address
- ✓ Return keys to the office during business hours or in the drop box after hours, labeled with the property address

CARPET CLEANING

Carpets are to be cleaned by a professional carpet cleaner upon move out. As a tenant you may have the carpets cleaned by a professional and return a copy of the receipt to the property manager showing proof of cleaning. Or alternatively the property management will have the carpets professionally cleaned and the expense will be deducted from your security deposit.

Note: Please use this as a guide to the items that need to be cleaned, in the above list not all items may be applicable to your rental unit. If you have questions on cleaning your rental unit please call our office at 541-257-3459.

Thank You,

Coldwell Banker Valley Brokers Property Management