



About 60 days prior to your lease ending, begin planning your move out. This will allow for enough time to prepare for all that is needed to get the leased property ready. The leased premises must be cleaned and left in the same or BETTER condition than it was received. If there are damages or cleaning needed after you vacate the premises, charges will be assessed accordingly.

Kitchen:

- **Refrigerator**

- Clean all food out of refrigerator, leave it running. Remove any stickers from all appliances, cabinets, etc.
- Remove drawers, clean inside as well as under them and put them back in place. Move refrigerator from wall, clean behind and on top (be careful not to damage flooring).

- **Stove & Microwave**

- Clean stove, including control knobs, stove top, and backsplash. Clean glass top with appropriate cleaner. If there is crud on the surface, use a razor blade to scrape off.
- Run a cleaning cycle on the oven (be sure to remove the oven racks)- do this at night because it will be warm. You need to be IN the house when this cycle takes place.
- Wipe out the interior of the oven after you have run the cleaning cycle. Remember to pull out the drawer under the stove, clean inside, and underneath.
- Clean the bottom of the Microwave, including the filters.

- **Cabinets and Countertops**

- Empty, clean, and wipe out all cabinets, drawers and tops of cabinets.
- Remove or replace cabinet liners if necessary.
- Clean counter/bar top and remove any stains if possible.

- **General Kitchen**

- Clean sink and drainpipes under the sink.
- Replace any missing light bulbs with those of the proper wattage.
- Clean all light fixtures/Ceiling Fans.
- Make sure windows/windowsills/trim and screens are clean.
- Clean baseboards, ducts and duct covers.
- Wipe down walls, remove cobwebs.
- Remove any nails, tape, or stick ups from the walls, cabinets, windows, and mirrors.

- **Living Room, Dining Room, Family Room**

- Clean baseboards, windows/sills/screens, ceiling fans/light fixtures.
- Remove any nails, tape, or stick ups from the walls, be careful not to damage the sheetrock.
- Vacuum any carpets and make sure all trash is removed.

- **Hallways and Stairway**

- Vacuum carpets and spot clean if necessary.
- Make sure all smoke/carbon monoxide detectors are hooked up and working properly.
- Remove any nails, tape, or stick ups from walls, be careful not to damage sheetrock.
- Empty all closets and clean shelves, vacuum or sweep floors.

- **Bedrooms**

- Vacuum carpets and spot clean if necessary. Clean all baseboards. Clean all light fixtures.
- Clean ceiling fans, windows/sills/screens. Wipe down walls, remove cobwebs.
- Remove any nails, tape, or stick ups from the walls, be careful not to damage the sheetrock.
- Empty all closets and clean shelves, vacuum or sweep floors

- **Laundry room**

- Clean the washing machine inside and out, control knobs and behind.
- Clean the dryer inside and out, carefully clean lint filter. Dust and clean any shelving.

- **Miscellaneous Items**

- REMOVE ALL TRASH – do not leave any inside or out on the property. If trash is left there will be a charge to remove it. All trash cans that belong to the house should be left.
- Sweep, vacuum and mop the entire unit.
- Clean decks, patios porch stoops and front porch area, clean exterior door.
- Clean outside light fixtures and make sure they have working proper light bulbs.
- Make sure all closets are cleaned out. Clean top of the hot water heater and the pan.
- Clean grout with grout brush. All blinds should be in place, clean and in good working conditions.
- Any storm shutters must be in good working condition.
- Furnace filters should be changed monthly and must be clean and new.

- **Exterior**

- The yard should be mowed/weeded/edged. Hedges/trees should be pruned.
- The fence, if present, should be free of mold inside and out.
- Mulch should be refreshed. Trash and recycle cans sprayed clean.
- Sprinklers, if present, should be in working condition.

- **Charges**

- Charges will be assessed for damages that have occurred or any cleaning expenses incurred during your stay in the rental property. The total charges will be deducted from the security deposit. Damages and cleaning that exceeds the security deposit **MUST BE PAID** promptly. We will gladly recommend ways to save on repairs or replacement prior to your move out date.

- **Vacating**

- All belongings must be off the property. Lock the unit and place your keys in an envelope marked with your rental address and your name and drop at the office or in our after hours drop box. You will not be charged for additional days at the rental once keys have been received. Don't forget to provide us with a forwarding address. Be sure to stop your automatic payments on the Resident Portal.

If you have any questions or concerns, please contact us **PRIOR** to your move out date. We are happy to consult to ensure your entire security deposit is returned if possible. We would gladly return your entire security deposit for a rentable property immediately upon your move out.

Thank you,

Team Greene

Greene Property Management