



## MOVE-OUT CLEANING GUIDE

Please read this document thoroughly and call or email with any questions. In order to facilitate the return of your security deposit, your unit must be cleaned thoroughly and properly, and restored to the condition it was at the commencement of your Rental Agreement. This is mandated by the contract of your Rental Agreement and is your responsibility. We do not schedule a final inspection with our tenants. For your convenience, we have compiled a list of items that will be inspected at our final inspection. This list is meant to guide you, so you will have a clear understanding of what our expectations are, but is not limited to what we inspect. If the unit is not restored to the condition it was on the first day of your Rental Agreement, we will hire a professional cleaner and the charges will be deducted from your deposit. Professional cleaners clean by the hour, not by the room or specific area. Not only will they have to clean any neglected areas, but they will also have to retrace their own steps.

You will also be charged for any damage to the unit, including but not limited to, windows, doors, fixtures, flooring, excessive nail holes, curtain rods, locks/keys, and painting if it has endured more than normal wear and tear. Fire extinguishers (*if missing or discharged*) and smoke detectors (*if missing or broken*) will be replaced at your expense as well.

Remove any unwanted items from the premises and set them outside for trash pickup on the appropriate day prior to your final move-out. If you leave any items (*i.e. garbage, mattress, TV, furniture, dresser, etc.*) in the rental unit, outside, or by the curb after you vacate, your security deposit will be charged. When placing your final amounts of garbage out for pick-up, remember, no more than what will fit in the trash receptacle is allowed; the lid must shut and no other garbage is to be on the ground next to it UNLESS it has the appropriate tags purchased from the City of Iowa City.

### **CARPET CLEANING**

If the carpet in your rental unit needs to be cleaned due to stains, odor, or anything beyond normal wear and tear, you will need to have it cleaned professionally or with a *Rug Doctor* type carpet cleaning machine to clean and deodorize. Spot cleaning of carpet is not accepted as a method of cleaning. Receipt from professional carpet cleaner or rental of carpet cleaning machine needs to be left on counter if your carpet is in need of cleaning.

A few instructions for carpet cleaning:

- Your unit should be empty, no personal belongings on the carpeted areas, in order to clean the entire room.
- Vacuum the carpet FIRST.
- Vacuum along the edges where the carpet meets the baseboards.

## **KITCHEN**

*\*be careful not to permanently scratch surfaces when scrubbing*

1. Remove all items, including food, from the entire kitchen: cupboards, drawers, appliances, counter, etc.
2. Clean all cabinets, drawers, and hardware, inside and out, leaving no crumbs, dirt, or food residue.
3. Scrub kitchen sink and remove any debris in the drains. Wipe down faucets, handles, and spouts.
4. OVEN – clean oven; use oven cleaner and be sure to wipe out any/all over cleaner residue. If your oven has a self-cleaning mode, be sure to wipe the oven out after the cleaning cycle. Be sure to clean the oven racks, broiler and drawers under range unit, if applicable.
5. STOVE TOP – clean stove top and knobs/controls, including lifting up the stovetop (*please ask if you don't know how*), the drip pans and underneath the burners. (*If drips pans are really dirty and hard to clean, replace with new ones.*)
6. REFRIGERATOR – clean the refrigerator thoroughly, inside and out, including all racks and drawers. Shelves, racks and drawers can usually be removed for easy cleaning. Replace light bulbs as needed. Do not unplug the refrigerator or turn it off. Refrigerators and freezers should have no odor and should be absolutely free of all water, stains, crumbs, and debris. Leave behind any ice cubes trays that came with the freezer and make certain they are clean.

*\*If the freezer needs to be defrosted and you are unsure how, contact ERP, LLC for assistance.*

7. DISHWASHER (if applicable) – clean dishwasher, inside and out, by wiping the front door and edges by the seal and run a wash cycle to clean the inside.
8. Clean behind, underneath (floor), and the sides of the refrigerator and range. Be careful when pulling both of these appliances out and away from the wall.
9. Empty and wipe down countertops removing all stains, crumbs, and residue.
10. Clean all walls and ceilings of splattered food, grease, dust, dirt and cobwebs.
11. Wipe and/or vacuum woodwork and baseboards.
12. Clean flooring. Clean all hard surface flooring thoroughly FIRST with a vacuum and then scrub/mop the entire floor. Be sure to clean along baseboards, in all corners, and behind doors.

## **BATHROOMS**

*\*be careful not to permanently scratch surfaces when scrubbing*

1. Bathtubs/showers must be thoroughly cleaned and sterilized with bleach or shower cleaner, including around the shower head and handles, around the drain, door tracks and both sides of shower door (*if applicable*), shower walls or tiles, and the outside of the bathtub. Remove soap/lime residue and hard water stains. Drains need to be cleared of hair/misc. debris. Shower curtain rods need to remain in place, but shower curtains and hooks need to be removed.
2. Thoroughly clean and sterilize the toilet, inside (*using toilet bowl brush*) and out, top to bottom, and clean behind the toilet and around the base well.
3. Empty and wipe out medicine cabinets. Clean all mirrors with Windex.
4. Scrub and clean bathroom sinks and remove any debris in the drains. Wipe down faucets and handles.
5. Vacuum and/or wipe out vanity cupboard and drawers. Wipe down the outside of the vanity, sides and front, as well as the hardware.
6. Vacuum and thoroughly clean all cupboards, closets, and shelves.
7. Gently wipe and/or dust light fixtures. Remove dead bugs. (*Replace light bulbs if needed*)
8. Wash off any marks (*i.e. make-up, toothpaste splatter*) on the walls.
9. Wipe and/or vacuum woodwork and baseboards.
10. Clean/dust all walls and ceilings of dirt, dust, and cobwebs.
11. Clean flooring. Clean all hard surface flooring thoroughly FIRST with a vacuum and then scrub/mop the entire bathroom floor. Be sure to clean behind toilet base, in corners, and behind door.

## **BEDROOMS/ALL OTHER ROOMS**

1. Dust, vacuum and/or wash all the air/heat vents.
2. Wash off any marks on the walls, wood or tile flooring.
3. Dust, vacuum, and/or wipe down all woodwork/baseboards to remove all dust, cobwebs, hair, and debris.
4. All ceiling fans (*top and bottom of blades and outside of motor case*) need to be thoroughly cleaned. (*Replace light bulbs if needed*)
5. Dust, vacuum, and/or wash shelves and racks in all closets and cupboards.
6. Clean all walls and ceilings of dust, dirt and cobwebs.
7. Clean flooring. Clean all hard surface flooring thoroughly FIRST with a vacuum and then scrub/mop the entire floor.
8. Clean carpet. Vacuum all carpeted flooring thoroughly, including along the edges of the baseboard, to be prepared for shampooing (*if needed*). Use extension of vacuum to run it along the baseboard, where it meets the carpet, of the entire room and then vacuum the rest of the floor.

## **LAUNDRY ROOM AREA**

1. Make sure all personal belongings have been removed.
2. Throw out any detergent, soap bottles, dryer sheet boxes or other items.
3. Thoroughly wipe down the outside of the washer and dryer. Wipe out the washer of all dirt and soap residue. Clean the lint out of the dryer vent and vacuum the vent.
4. Clean behind, underneath (*floor*), and the sides of washer and dryer. Do not pull appliances out too much when cleaning behind as it may disconnect tubes and hoses from the machines or wall. Clean underneath as best as possible with vacuum and as much as you can reach to scrub.
5. Dust, vacuum, and/or wash shelves and racks in all closets and cupboards.
6. Clean all walls and ceilings of dust, dirt and cobwebs.
7. All hard surface flooring needs to be thoroughly cleaned FIRST with a vacuum and then scrub/mop the entire floor.

## **WINDOWS**

*\*this applies to sliding glass doors and storm doors as well.*

1. Clean all window glass with Windex cleaner and wipe window sills with cleaning water.
2. Vacuum out and wipe the window tracks.
3. Make sure all window screens are in place as they were when you moved in.
4. Make sure all curtain rods are in place as the day you moved in.

## **OVERALL IN GENERAL**

1. Replace any missing or burnt-out light bulbs.
2. Small holes and nail/screw holes in walls need to be filled with wall putty.
3. Request touch-up paint to paint over the wall putty.
4. Clean all walls and ceilings of dust, dirt and cobwebs.
5. Dust, vacuum, and/or wipe down all woodwork/baseboards to remove all dust, cobwebs, hair, and debris.
6. All hard surface flooring needs to be thoroughly cleaned FIRST with a vacuum and then scrub/mop the entire floor. Do not use ammonia based cleaners on hardwood floors or laminate flooring. Do not use excessive water when mopping. Sticky spots or hard to clean spots, use a cleaning rag or sponge to scrub the spot.

7. All carpeted flooring needs to be thoroughly vacuumed, including along the edges of the baseboard to prepare for shampooing (*if needed*). Use extension of vacuum to run it along the baseboard, where it meets the carpet, of the entire room and then vacuum the rest of the floor.
8. All ceiling fans (*top and bottom of blades and outside of motor case*) need to be thoroughly cleaned. (*Replace light bulbs if needed*)
9. Clean out all closets, cupboards and permanent shelving. Dust and wash racks and shelves, vacuum and scrub/mop floor, and wipe baseboards if applicable.
10. Wipe dirt, residue, and dirty fingerprints from all light switch covers.
11. Clean all door handles and knobs throughout the unit.

### **MISC. AND OUTSIDE**

1. If you have a dog, remove all “poo” from yard.
2. Make sure yard is mowed, picked up and looks good. Mower cleaned up and placed in storage.
3. Remove/pick up all trash/recycling from house prior to final move-out date.
4. Sweep outside entry (*porch/deck/steps*).
5. Close and lock all windows and doors.
6. Leave all keys provided on the kitchen counter.

Here are a few suggestions of cleaning products you may want to use:

*Pine-Sol* – use on anything that needs wiped clean; countertops, hard surfaces, hard surfaced floors, etc.

*Pledge* – for dusting

*Windex* – to shine all mirrors and window glass

*Clorox Toilet Bowl Cleaner* – to clean the inside of toilet; Gel Cling works best

*KaBoom Shower Cleaner* – to clean the bathtub/shower

*Comet* – to scrub the kitchen sink or any hard to clean spot

*CLR* – to remove any calcium, line or rust build-up

*EasyOff Oven Cleaner* – to clean the inside of the oven

Please note the following chargeable items that will be deducted from your security deposit if your unit is not restored to the condition it was on the first day of your Rental Agreement. (*other items will be charged if applicable*):

- Carpet Cleaning: total cost of machine rental, labor, and supplies or total cost from third-party vendor if carpets need cleaned beyond normal wear and tear
- General Cleaning: \$45.00 per hour for general cleaning or total cost from third-party vendor
- Labor Cost: \$50.00 per hour (mowing, weed control, yard maintenance/clean-up)
- Labor Cost: removal of personal belongings, excessive garbage, anything left at curb after move out is \$60.00 per hour plus the cost of landfill/dump fees
- Repair and/or General Maintenance: \$65.00 per hour or total cost from third-party vendor

If you are entitled to receive any or all of your security deposit back, we will do so within 30 days of the last day of your Rental Agreement. During your move-out final inspection, if we decide your unit is clean, nothing needs to be repaired due to your negligence, and it is restored to its original condition, you will receive your security deposit (*or the portions owed to you*) promptly.

ERP, LLC thanks you in advance for following this cleaning guide!