



JAC Property Management's Move-Out Procedures & Cleaning Instructions

MOVING INSTRUCTIONS:

1. Cancel Utilities

- a. Cable TV and Internet
- b. Heat
- c. Water:
- d. Electric:
- e. Gas

2. **Clean the Premise.** Follow instructions for each area of the house as specified in this document. Remember to clean the inside and exterior of the property.

3. **Remove all your Trash AND Treasures.** Remove everything that that does not belong to the landlord.

4. Return Keys and Parking Passes

- a. Return keys

5. Final Inspection

- a. Inform Landlord when the property is clean and ready for a Final Inspection. All tenants must be moved out and keys returned before the final inspection can take place. You do not need to be present for the final inspection.

- b. If you would like a few days to fix anything (extra cleaning or repairs) that the landlord is dissatisfied with, please schedule the inspection 3-4 days prior to lease end.

6. Forward your Mail. Notify the Postal Service at moversguide.usps.com

7. Report Damages. Make a list of anything that is broken and report it to Landlord. If the landlord has more time to prepare for the repair, it will be less costly for you if you are liable.

CLEANING INSTRUCTIONS:

Entire Unit:

- Clean all windows
- Vacuum/sweep AND Mop/Swiffer all hardwood floors (get the sticky stuff up)
- Use “Mr. Clean Magic Eraser” to remove scuffs from walls throughout the house
- Wipe down all light switches and Doors, removing finger smudges
- Wipe down all heating radiators
- Wipe down/dust all baseboards, window sills, light switches, outlets, doors
- Wipe down all AC vents – remove dust from surrounding area
- Replace all burnt-out light bulbs
- Close all windows
- Put screens back in windows
- Patch any nail holes in walls with wall filler
- Remove any cobwebs from the ceiling with a broom
- Clean out any fireplaces
- Remove all trash from premises
- All carpeting must be vacuumed and shampooed
- Clean all blinds

Kitchen:

- Everything from “**Entire Unit**” section
- Scrub kitchen walls (especially near trash can) – be careful not to remove the paint
- Wipe down all cabinets and drawers (inside and out)
- Remove finger smudges from cabinets

- Clean/dust above cabinets
- Clean/dust top of fridge
- Reinstall any removed smoke detectors that you removed, ensure working batteries
- Remove all food/non-food from cabinets and fridge/freezer
- Clean the fridge/freezer with cleaner and WARM water
- Run the dishwasher empty in “sanitize” mode
- Clean microwave
- Clean the oven and range (may require “Easy-Off Oven Cleaner” spray)
- Clean inside garbage disposal with special disposal cleaning agent. Remove any debris that might be causing noise (paperclips, coins, bone fragments, etc).

Dining Room:

- Everything from “Entire Unit” section
- Clean glass in hanging light fixture

Bathrooms:

- Everything from “**Entire Unit**” section
- Clean mold from shower tiles/grout/caulk. This may take 2-3 cleanings if mold is persistent. Try using a special Mold remover cleaner (ex. Tiles Mold and Mildew) or bleach
- Scrub soap scum from tub walls
- Clean sink
- Clean mirror with glass cleaner
- Clean/scrub Toilet thoroughly
- Unclog shower if water is draining slow
- Clean all fixtures (sink may need “CLR” - a cleaning product to remove hard water & lime buildup)
- Replace burnt out light bulbs
- Remove personal items from shower and cabinets
- Clean cabinet shelves
- Scrub tile floor with a brush and soap
- Throw away the shower liner and curtain

Bedrooms:

- Everything from “**Entire Unit**” section
- Thoroughly clean/wipe down the closets, closet shelves, window sills

Exterior:

- Clean up Front yard of debris, weeds, and dead vegetation
- Sweep Front porch, and then spray it down with garden hose.
- Clean up yard, deck, and stairs of trash, leaves, fallen branches, and debris
- Clean inside/outside of gas grill
- Remove personal vehicles, motorcycles, or bikes from premise