

## Footstep Management LLC

### Move out/cleaning instructions

Your moving out finds us in the position of bidding you a farewell. It has been a pleasure to serve you during your stay here and we hope all the best for you on your move. There are a few items that we must bring to your attention. You will need to leave apartment \_\_\_\_\_ # \_\_\_\_\_ in a good/clean condition. Normal wear and tear will be taken into consideration upon move out inspection, however the apartment must be completely cleaned and the **carpets professionally cleaned. A receipt must be provided for the carpet cleaning.** Attach it to this move out list. **Our approved vendor for carpet cleaning is America's Best. This cleaning must be the last thing done before you walk out the door. Call Am Best (608.782.6995) and ask for the Footstep Management discount.**

NOTE: if you had pets you must have carpets deodorized as well. Any other vendor must be approved by us.

Please use the following as a guide for cleaning your apartment upon vacating. Following this guide as closely as possible will insure a maximum return of your security deposit. Please note that since our standards may differ, we reserve the right to have the final say on whether or not there is additional cleaning that needs to be done. If the cleaning is not done to our standards, we will have the apartment cleaned and money will be retained from your security deposit per your lease agreement. Once the keys have been turned in and the apartment vacated, you will not be called back by us to do any additional cleaning.

**We encourage your presence at the move out inspection, therefore please attempt to set an appointment with us.** The condition of the unit will be compared against the Property Condition Report that you were instructed to complete and return at move in. If no PCR from your move in is found in your file, and you are not able to provide us with one, you may be liable for all and any damage found to your apartment. **Per your lease you must be moved out no later than noon on**

#### **KITCHEN**

- \_\_\_\_\_ 1. Kitchen floor washed down and grout cleaned. Wash down all walls.
- \_\_\_\_\_ 2. All kitchen cabinets completely emptied and wiped down inside and out. Any contact paper or shelf paper that has been laid should be taken out. If there is an Allen wrench under the sink that is used to loosen stuck garbage disposals, please do not take it with you.
- \_\_\_\_\_ 3. Counter tops and sink cleaned thoroughly. Clean around faucets and remove as much lime buildup as possible. Make sure all disposal material is thoroughly ground up and washed down drainpipes. Run some baking soda through to freshen it up.
- \_\_\_\_\_ 4. Pull out refrigerator (if it has wheels) and clean behind it and on the sides. Vacuum off coils. Be sure to check side of the cabinet for stains. Clean inside the refrigerator, removing all food and washing the inside thoroughly.

- \_\_\_\_\_ 5. Pull out bottom drawer of stove and clean underneath thoroughly. Also check sides of cabinets that stove are next to for food spillage and clean. Clean inside of stove and broiler pans. If you use stove cleaner, try to avoid the thermostat wires in the rear, as the caustic cleaner can ruin them. Oven must be cleaned well. For those of you with self cleaning ovens, have them cleaned and the ashes inside removed
- \_\_\_\_\_ 6. Clean under stove hood as best as possible, removing grease and stains.
- \_\_\_\_\_ 7. Clean dishwasher sides for any spillage. If you have citric acid, it will remove the yellowing inside the dishwasher.(Dishwasher Magic from Menard's works great) There are other good products on the market that can do this well. Read the label.

### **LIVING ROOM/DINNING ROOM**

- \_\_\_\_\_ 1. All walls and woodwork need to be washed down.
- \_\_\_\_\_ 2. Any vinyl blinds remaining should be wiped down. Leave them hang, put a towel at the bottom and spray with a good citrus cleaner, then wipe down with bug sponge on both sides of blind. This works well. Also pay particular attention to the valances since they collect lots of dust.
- \_\_\_\_\_ 3. Hanging light fixture should be cleaned.
- \_\_\_\_\_ 4. Storage under stairwell-emptied of all belongings and mopped.

### **STAIRWAY, HALL, AND BEDROOMS**

- \_\_\_\_\_ 1. All woodwork and walls wiped down.
- \_\_\_\_\_ 2. Closets emptied and wiped down.
- \_\_\_\_\_ 3. Ceiling fan cleaned. Wipe blades down: top, bottom and edge.
- \_\_\_\_\_ 4. Light fixtures washed off and reattached if they have been removed.
- \_\_\_\_\_ 5. Windowsills wiped down.
- \_\_\_\_\_ 6. Clean all blinds.

### **BATHROOMS**

- \_\_\_\_\_ 1. Stools thoroughly cleaned in bowl and around base.
- \_\_\_\_\_ 2. Sinks and vanities cleaned, again paying special attention to the area around the facets. Wash down walls.
- \_\_\_\_\_ 3. Mirrors cleaned and wiped free of spots.
- \_\_\_\_\_ 4. Bathtub cleaned and free of soap scum. This is a difficult item to clean when you do not have soft water. Use a Zep product (Home Depot) or CLR product and use a good bug sponge, or non abrasive scrubber. Do the best you can.
- \_\_\_\_\_ 5. Clean and mop floor and clean up grout.

### **GARAGE AND PATIO**

- \_\_\_\_\_ 1. All belongings and trash removed from garage. Anything at curbside should be wrapped to prevent blowing into yards. The garage should be broom clean. Any excessive oil or other fluids from vehicle must be cleaned thoroughly.
- \_\_\_\_\_ 2. All belongings and any additional items should be removed from patio area.
- \_\_\_\_\_ 3. All windows washed inside and out in the apartment. Pay special attention to gutter along sliding glass door.
- \_\_\_\_\_ 4. Any cigarette butts or other litter that are on grounds around your apartment are to be picked up and disposed of.

## REMINDERS

- \_\_\_\_ 1. If you smoked, and non-smoking is not yet part of your lease, you are responsible for getting the smell out of your apartment. If you do not, you can be charged for re-painting. For those who signed a non-smoking lease, any cigarette smell will make the tenants subject to a re-painting charge.
- \_\_\_\_ 2. Please remember to leave garage door opener at the apartment along with all house, mailbox keys.
- \_\_\_\_ 3. The recycling bin must remain on the premises. (\$35.00 CHARGE IF MISSING)
- \_\_\_\_ 4. Also, according to the lease agreement you have signed, you have agreed to be out of your apartment no later than noon on the last day of your rental term. If this is a problem, please call and let us know.
- \_\_\_\_ 5. **The following is a list of charges per item that you will be charged for non or incomplete cleaning and/or damages.**

### **Cleaning**

Oven- In/Out	\$ 50.00
Vent and Hood	\$ 20.00
Cabinets-In/Out	\$ 60.00
Refrigerator-In/Out	\$ 35.00
Dishwasher-In/Out	\$ 25.00
Scour sinks/each	\$ 7.00
Vacuum/Mop floors	\$ 40.00
Bathtubs/Showers	\$ 30.00
Toilet (EACH)	\$ 15.00
Bathroom cabinet/closet	\$ 30.00
Mirrors/each	\$ 6.00
Windows	\$ 15.00
Ceiling Fans/each	\$ 15.00
Light Fixtures/each	\$ 7.00
Baseboards all	\$ 45.00
Closets and shelves/each	\$ 20.00
Wash down walls/all	\$200.00
Clean out garage	\$ 40.00
Cleaning blinds	\$ 75.00
Vents	\$ 30.00

### **Damages – Starting at**

Garage Openers	\$ 35.00
Wall repairs/each	cost plus labor
Missing Appliance Parts	cost plus labor
Missing/damaged screens/each	cost plus labor
Drip pan replacement/each	\$ 8.00
Drip pan ring replacement/each	\$ 6.00
Towel/Toiletpaper holders	cost plus labor
Mirror Doors/each	cost plus labor
Light Fixtures/globes/each	cost plus labor
Refrigerator drawers/shelves	cost plus labor
Remove furniture/each	\$ 50.00
Remove trash per bag	\$ 15.00
Interior door replacement/each	cost plus labor
Exterior door replacement	cost plus labor
Carpets stains/each	vendor fee plus labor
Missing recycling bin	\$35.00
Carpet/tile replace	cost plus labor
Carpet/tile repairs	cost plus labor
Excessive nail holes	\$ 40.00
Missing/damaged blinds	cost plus labor

**Any Pet Damage Inside or Outside- Cost plus Labor**

