![Logo, company name

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| *Thank you for being a valued tenant and we look forward to assisting you during your move out.*  **Home Cleaning & Move Out Sheet** |
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| **ENTIRE PREMISES:** |
| * Clean all light fixtures, replace burnt out bulbs |
| * Ensure all bulbs are functional, matching bulbs are used in fixtures and the proper wattage is used in all fixtures |
| * Ensure all blinds and window coverings are dusted and free of debris |
| * Dust, wash all dirt and marks from all baseboards |
| * Clean all light switch plate covers, electrical outlets, door jambs, and thresholds |
| * Clean, scrub and rinse all non-carpeted flooring |
| * Remove all personal property, food, cleaning supplies and products, etc. |
| * Clean windowsills, frames, casing and inside of glass. |
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| **KITCHEN/DINING ROOM** |
| **Refrigerator:** |
| * Clean grease and grime off the wall behind the fridge |
| * Scrub and mop floor where fridge normally stands |
| * Clean all sides and top of the fridge. |
| * Move the fridge back to its original place |
| * Defrost freezer and clean |
| * Remove and clean all shelves and crispers |
| * Clean the inside of the fridge; replace shelves and crispers |
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| **Stove and Microwave:** |
| * Remove grease and grime from walls and cabinet sides around and behind the stove |
| * Scrub and mop floor where the stove normally stands |
| * Move the stove back to its original placement |
| * Remove grease and grime from the microwave (inside and outside) and range hood |
| * Clean range top, front, and doors. Remove grease and grime from the oven, including racks, broiler, and drawer |
| **Sink:** |
| * Clean inside the sink and wipe down the faucet. |
| * Remove all food, debris, and grease particles from all surfaces. Wash and rinse all shelves and drawers |
| * Clean all cabinetry including fronts, inside, and outside. Clean all counter tops, edges, and underneath |
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| **Dishwasher:** |
| * Clean inside and outside, including door edges |
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| **BATHROOMS/HALLWAYS/LIVING ROOM** |
| * Remove soap, scum, and stains from tub, tub fixtures, and shower rod |
| * Clean wall tiles around the tub area |
| * Scour sink and soap holder |
| * Clean vanity cabinet inside and outside, including doors |
| * Clean the inside and outside of the medicine cabinet and cabinet door (including mirror) |
| * Disinfect, scrub, and remove stains from inside and outside of the toilet |
| * Clean linen closet/shelves and both sides of the door |
| * Scrub and mop all vinyl or tiled areas |
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| **GARAGE/GROUNDS/MISC** |
| * Remove all debris, dust, sweep, remove oil stains, etc. |
| * Remove all personal property |
| * Ensure yard is maintained as per your lease/house rules |
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| **UTILITIES/KEY RETURN** |
| * Complete Forwarding Address Form located in your resident portal.   + Navigate to your resident portal.   + Click the “Documents” tab.   + Download the Forwarding Address Form and print the form to complete it.   + Email the completed form to: BrickyardPropertyGroup@gmail.com. |
| * Leave all house keys and garage remotes on the kitchen counter of your unit **by 12:00pm on the last day of your lease.** |