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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
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| * Ensure all bulbs are functional, matching bulbs are used in fixtures and the proper wattage is used in all fixtures
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| * 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.
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| * 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
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| **Sink:** |
| * Clean inside the sink and wipe down the faucet.
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| * Remove all food, debris, and grease particles from all surfaces. Wash and rinse all shelves and drawers
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| * 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
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| * Clean wall tiles around the tub area
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| * Scour sink and soap holder
 |
| * Clean vanity cabinet inside and outside, including doors
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| * Clean the inside and outside of the medicine cabinet and cabinet door (including mirror)
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| * Disinfect, scrub, and remove stains from inside and outside of the toilet
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| * Clean linen closet/shelves and both sides of the door
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| * Scrub and mop all vinyl or tiled areas
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| **GARAGE/GROUNDS/MISC** |
| * Remove all debris, dust, sweep, remove oil stains, etc.
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| * Remove all personal property
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| * 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.
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| * Leave all house keys and garage remotes on the kitchen counter of your unit **by 12:00pm on the last day of your lease.**
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