

Cleaning Check List

We hope that you have enjoyed living at a Torborg Builders property. To aid in the return of your security deposit, we have provided the following cleaning suggestions.

- Clean and wipe down all woodwork, heat registers, and baseboards.
- Wash marks off walls and doors with mild soap and water.
- Pull out and clean behind stove completely. Clean range, oven, racks, drip pans, drawers, ect. Wipe off all residue. Replace drip pans if they do not come clean.
- Clean vent hood and filter grease free.
- Pull out and clean the refrigerator, behind, inside, outside, and top. Clean the rubber seals. **DO NOT TURN OFF**. Turn the fridge to lowest setting.
- Clean dishwasher inside and outside. Clean the inside, then run the dishwasher while it is empty. Wipe dry. Clean all edges by door.
- Clean all cabinets, inside, outside, and top. Wipe dry. Remove all shelf paper.
- Clean washer/dryer inside, outside and behind free of all residue.
- Clean all mirrors and windows streak-free. Clean sills and tracks between windows.
- All mini-blinds must be cleaned with mild soap and water, then wiped dry.
- Clean the fireplace glass inside and out. Wipe down dry.
- Clean the air conditioner filter, air dry and replace. Clean the top and front.
- Clean all light fixtures, globes and glass. Replace all burnt out bulbs using same wattage and kind. (Clear or frosted)
- Clean linoleum and ceramic floors with mild soap and water to remove all marks. **DO NOT WAX FLOORS!**
- Vacuum floors and closets last.
- Garages must be swept out, oil and grease free, and debris removed.

It is your responsibility to contact the office to establish a check out time at least one week prior to the day you vacate. Resident(s) will be charged \$25.00 per hour for any cleaning not done in accordance to the list above and check in sheet. Repairs will be charged to the Resident(s). No fixtures or attachments were to be made without the written consent of Management. There is a mandatory carpet cleaning charge upon move out. Stains and damage to the carpet is extra. A \$25.00 charge per key/key card is assessed for keys lost or not turned in. If no keys are received, or if keys have not been turned in, there will be an additional \$45.00 charge for re-keying each lock.

Leave your forwarding address with the Resident Manager. Resident(s) must vacate their apartment and cleaned to specifications by 12:00 noon on the last day of the month in which they are vacating, or charges will be assessed to the Resident(s) for not moving out by the specified time.

Thank you for your cooperation.