



# TOWN & COUNTRY PROPERTY MANAGEMENT

317 CALIFORNIA AVE. LIBBY • 406-293-7559

## Move-Out Cleaning Checklist

### **Bathrooms**

- Scrub tub/shower from top to bottom
- Polish shower fixtures
- Clean inside and outside of toilet
- Clean sink and vanity area
- Polish sink fixtures
- Clean out cabinets and drawers
- Wipe down outside of cabinets and drawers
- Spot clean walls
- Remove cobwebs
- Clean baseboards and molding
- Clean the floors
- Clean doors
- Wipe down light switches
- Dust light fixtures

### **Kitchen**

- Clean all food from refrigerator
- Scrub the inside of the refrigerator, including all shelves and drawers
- Clean the outside of the refrigerator
- Clean behind refrigerator (if possible)
- Clean out food and containers from cabinets
- Vacuum/wipe down cabinets and drawers
- Wash the front of cabinets, taking special care near the fixtures and areas touched often
- Self-clean the oven, if possible, or scrub the inside.
- Clean broiler drawer
- Scrub stove top
- Scrub and wipe down range hood, including underneath (very greasy)
- Soak and wipe down hood fan filter (if applicable)
- Clean inside and outside of microwave
- Scrub sink
- Wipe down sink fixtures
- Wipe down molding/baseboards
- Wipe down any doors
- Sweep/vacuum/wet mop floors
- Clean out dishwasher, if applicable

### **Bedrooms**

- Clean windows, inside and out if applicable
- Clean window tracks
- Wipe down window sills
- Wipe down molding
- Remove cobwebs
- Vacuum rugs and/or clean floors
- Wipe down doors

### **All Rooms**

- Clean windows, inside and out if applicable
- Clean window tracks
- Wipe down window sills
- Wipe down baseboards and molding
- Remove cobwebs
- Vacuum all carpets
- Sweep and mop all floors
- Wipe down all doors
- Clean all glass sliding doors and storm doors
- Wipe down light switches and outlet covers
- Vacuum/clean stairs and stair molding, if applicable
- Wipe down handrails and stair railing, if applicable

### **Outside**

- Weed any garden/ flower bed areas
- Sweep front walk
- Remove any signage or decor
- Sweep garage or carport, if applicable

***Please note, you will be charged for removal of any debris or personal items left after keys are turned in.***

***You will be charged \$10/per lightbulb at rental unit if bulbs are burned-out or missing.***

***You will be charged for any damages found in rental unit. Please refer to your Statement of Conditions Report provided at the beginning of your tenancy.***

***We require that carpets be professionally cleaned upon move-out. A receipt must be provided.***

***Professional cleaning fees will accrue if unit is not up to move-out standard of cleanliness. At the rate of \$35/hr.***

***You will be charged for any unpaid utility charges including water, electric use, & past-due rent.***

***You will be charged for any materials and labor cost (\$37.50/hr.) required to bring rental back to previous condition.***

***Failure to return keys will result in charges to the deposit for lock changes.***

***If there are deductions to be made your deposits will be returned within 30-days from inspection after keys are received. If no deductions are necessary your deposit will be returned within 10 days.***