

WOMBLE RENTAL MANAGEMENT, INC.

CLEANING CHECKLIST

Dear Resident:

Thank you for making your home at one of our properties. We have enjoyed having you as a resident. The following checklist will aid you in cleaning your apartment to avoid any charges to your Security Deposit Account.

1. **Please empty and thoroughly clean:** The refrigerator, stove, sink and countertops, making sure that they are completely free of all food, grease, stains and odors.
 - A. The refrigerator should be cleaned with mild detergent. It should be taken completely apart and all shelves, drawers, and the freezer compartment should be thoroughly cleaned. Then, please turn down the refrigerator to the lowest setting.
 - B. The stove should be left like new. This includes the drip pans under the burners, the racks and the roof of the oven. Please use spray cleaners making sure you are following the directions on the can carefully. Note: **Spray cleaners should NOT be used on "Self Cleaning Ovens"!**
 - C. The kitchen cabinets should be free of all shelf paper and should be wiped out completely. The outside of the cabinets should be free from grease and clean.
2. **Thoroughly vacuum and sweep:** All carpet and vinyl floors. Also, be sure to wet-mop your vinyl floors. **Carpet must be professionally cleaned and a receipt provided at the time of move out. If carpets are not professionally cleaned, charges will be taken from your security deposit.**
3. **Thoroughly clean:** Ceiling fans (top and bottom), HVAC filter grill, all bathroom cabinets, countertops, sinks, bathtubs, and toilets. All decals should be removed from bathtub, and sanitation/cleaning devices should be removed from the tank of the toilets.
4. **Remove:** All personal items, furniture, and garbage from the apartment including all closets, decks and/or patios.
5. **Caulk:** All holes in the walls or ceiling where pictures or plants have been hanging. Any damage to the sheetrock or woodwork will be repaired at the tenants expense.
6. **Replace:** All burned out light bulbs.
7. **Lawn:** If you are responsible for grounds maintenance, the grass should be mowed at move out.

If you have any questions regarding the above items, as well as suggested cleaning products and recommended methods, please feel free to contact the office.

**Thank you,
Womble Rental Management, Inc.**

**This cleaning checklist is not all inclusive, and additional items, such as missing or damaged items, etc., will also be considered during the inspection in accordance with the terms and conditions of your Lease Agreement. Cleaning cost may vary according to the condition of the unit before cleaning.