

# WHITEHALL APARTMENTS

## CLEANING GUIDELINES

### Non-Renewal Tenants

Prior to apartment checkout at the end of your lease term, you **MUST** thoroughly clean your apartment and have it ready to re-rent! Giving attention to the following items will help in minimizing or eliminating any charges held from your Security Deposit for cleaning.

1. Marks and handprints should be removed from walls and doors with a cleaner (Mr. Clean Magic eraser works well).
2. Wash windows and windowsills, making sure to remove any and all mold and/or mildew. A bleach solutions works well, just make sure it does not get on the carpet, let sit a few minutes then wipe or brush with an old toothbrush.
3. Light fixtures should be clean and have operating bulbs. Dust blades of all ceiling fans and area of ceiling around the fan. Dust mini blinds.
4. Dust and clean all furniture. Must be free of glue and/or stickers. Don't forget to vacuum under couch cushions as well.
5. Vacuum all carpets, don't forget **UNDER BEDS AND COUCHES** and clean **ALL** baseboards. Burns, tears, and stains will be charges to the resident unless noted on move-in inspection form.
6. Sweep, clean, and wash all flooring other than carpet areas. Don't forget **UNDER** and behind the refrigerator.
7. The bathrooms are to be cleaned and sanitized, free of mold and mildew on sink, tub, handle areas, toilet, tile, walls, and floor. Inside and outside of cabinet under sink is to be cleaned.
8. Range tops and ovens need to be completely free of grease, food and dirt. Drip pans and void beneath drip pans should be clean. If drip pans cannot be cleaned, they should be replaced, if not the unit will be charged to replace them and divided among all tenants. The stove must be pulled out and the sides cleaned and free grease, food and dirt. The Stove hood, bottom drawer, broiler pans, and racks must be cleaned. All ovens are self-cleaning and must be cleaned and wiped out after the cleaning process.
9. Remove all food items from the refrigerator and freezer. Fully clean inside and out. **LEAVE REFRIGERATOR ON WITH THE DOOR CLOSED.**
10. Wipe down outside of dishwasher, pay special attention to the inside of the door on top. If stained inside, set a cup of chlorine bleach in the bottom rack and run through an entire cycle.
11. All cabinets, closets, drawers and other storage areas should be empty and cleaned inside and out. Don't forget the washer/dryer closet and the A/C closet; making sure louvered doors are free of dirt and dust.
12. Washer and Dryer must be cleaned inside and out and free of any detergent or fabric softener.
13. Window screens are to be in place and not damaged. Any damages to screens will be charged to that unit and divided among all tenants.
14. Remove all personal effects from the apartment. We are not responsible for any items left in the apartment after move-out and you will be charged for the removal.
15. Remove all decorations from the wall. We will cover painting unless the walls have been painted a different color and not painted back; small and large and excessive amount of holes should be spackled and sanded or charges will incur.
16. If you painted any walls they must be painted back to the original color. The paint we use is Glidden Paint China White and is a Satin finish. It can be purchased at Home Depot or Walmart.
17. **DO NOT** throw anything from the balconies or windows. Carry all discarded items to the dumpsters. No cans, garbage, or other debris may be left on the balconies. You are responsible for the common area around your apartment and you will be charged for trash or debris removal.

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**THE LAST RESIDENT MOVING OUT OF YOUR APARTMENT MUST RETURN THE MAILBOX KEY AND 2 (TWO) VISITOR PASSES, LOCK THE FRONT DOOR AND LEAVE THE APARTMENT AFTER ALL ITEMS HAVE BEEN MOVED.**

All the items above are done by our cleaners each year. We expect the same when moving out. The only exception is if anything was noted on your Move-In Sheet. Anything not done, that has to be completed by our cleaning company, will be charged to that unit and divided among all tenants, unless it occurs in individual bedrooms then that person will be charged.

### **Unit Must Be Move-In Ready For New Tenants**

**If the apartment is not cleaned properly and the Cleaning Crew has to go in to complete; a Claim Against your Security Deposit will be mailed to your parents address or forwarding address that you gave us.**