

Move out Cleaning *Instructions* and Procedures

1. **THOROUGHLY CLEAN RANGE, OVEN, AND FAN HOOD.** REMOVE ALL THE GREASE AND DIRT OVEN NEEDS A FINAL CLEANING EVEN AFTER USING THE SELF-CLEANING FUNCTION. TENANT IS RESPONSIBLE FOR REPLACING STOVE PANS.
2. DO NOT REMOVE PHONE JACKS, PICTURE HOOKS, CURTAIN RODS OR BRACKETS FROM THE UNIT.
3. DUST ALL WALLS AND CEILINGS; WASH OFF ALL DIRT SMUDGES AND GREASE.
4. WASH DOWN ALL BASEBOARDS, WOODWORK, AND WINDOW SILLS.
5. CLEAN AND WASH ALL LIGHT FIXTURES. **REPLACE ANY BURNT OUT LIGHT BULBS.**
6. **THOROUGHLY CLEAN ALL BATHROOM FIXTURES.** THIS INCLUDES TOILET, BATHTUB, SHOWER, SINK, AND CABINETS.
7. **CLEAN INSIDE AND OUTSIDE OF KITCHEN CABINETS, KITCHEN SINK, AND FIXTURES** REMOVING ALL GREASE AND DIRT.
8. CLEAN CLOSETS, WIPING DOWN SHELVES AND RODS.
9. CLEAN ALL WINDOWS AND BLINDS.
10. CLEAN ALL APPLIANCES, DEFROST, WASH AND DRY OUT REFRIGERATOR.
DO NOT TURN OFF ELECTRICITY IN THE UNIT OR UNPLUG FRIDGE. UPON VACATING CPI, WILL NOTIFY AND SWITCH POWER OUT OF YOUR NAME AND BACK INTO OURS TO PREVENT LAPSE IN SERVICE. APPLIANCES DAMAGED BY LACK OF ELECTRICITY WILL BE CHARGED TO TENANT.
11. **CLEAN BEHIND, UNDER, AND BETWEEN STOVE AND REFRIGERATOR.**
12. SWEEP AND WASH ALL HARD SURFACE FLOORS.
13. VACUUM CARPETS BEFORE HAVING THEM PROFESSIONALLY CLEANED.
14. CARPETS MUST BE CLEANED BY A LICENSED AND INSURED COMPANY. **(RECEIPT REQUIRED)**
15. **CLEAN STORAGE AREA IF APPLICABLE.**
16. **CLEAN AREA OUTSIDE OF FRONT DOOR.**
17. **PLACE ALL TRASH AND GARBAGE IN THE CITY GARBAGE RECEPTACLE.**
18. **RETURN ALL KEYS TO CATLIN PROPERTIES, INC., 209 WEST MAIN ST., KELSO, WA. (RENT IS CHARGED UNTIL ALL KEYS AND GARAGE DOOR OPENERS ARE TURNED IN)**
19. **ANY REPAINTING, REPAIRS, CLEANING, TRASH REMOVAL, YARD MAINTENANCE, AND ANY OTHER TENANT EXPENSES WILL BE DEDUCTED FROM TENANTS SECURITY DEPOSIT.**

Current billing rates range from \$30 to \$50 per hour. Initial tenant charges may be based on estimates and mailed out within 21 days after handing in keys. Once final work is completed and invoices are received closing statement will be revised and mailed to last known address.