

TYRRELL MANAGEMENT COMPANY

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A CLEAN APARTMENT OR HOUSE

All tenants who have given a thirty-day (30) written notice to moving are eligible to receive a refund on their Cleaning/Damage Deposit if the house or apartment is left clean and without damage.

Webster defines the word "Clean" as **Free from Dirt**. Deducted from your Cleaning/Damage Deposit would be any time a cleaning person spends cleaning, labor by maintenance men plus supplies, labor plus materials for painting and drapery or mini-blind cleaning.

The following "Cleaning Hints" will aid your moving out in cleaning your house or apartment.

1. All windows and sliding glass doors, including tracks, are to be cleaned inside and out.
2. Drapery rods need to be washed and drapes vacuumed.
3. Mini-blind slats need to be free of dust or fingerprints and dirt.
4. Patio or balcony cleaned.
5. Front door washed and polished inside and out.
6. All light globes and fixtures washed and polished.
7. All interior doors, door trim and baseboards washed.
8. Premises emptied of all trash, cabinets and closets of all debris.
9. Sponge clean inside of all cupboards, drawers, and pantry or closet shelves.
10. Remove all wax and mop all hard surfaces.
11. Vacuum all carpets.
12. Stove cleaned completely inside and out, even under burners, under drip pans, boiler pans, etc.
13. Stove hood, fan, filter, and lights are to be free of all grease buildup.
14. Refrigerator defrosted, trays emptied of water, cleaned inside, outside and underneath.
15. Kitchen sinks cleaned and fixtures polished. All scum buildup or mineral deposit residue must be removed.
16. Bathroom sinks, vanity and tub or shower walls free from soap residue.
17. Shower doors and tracks cleaned.
18. All bathroom fixtures polished and free of water or soap scum.
19. Shower curtains are replaced before move in, and new shower curtains should be put in their place upon move out.
20. Smoke alarm batteries must be in working order.
21. Medicine cabinet cleaned and mirror polished.
22. All mirrors and exterior glass to be washed and polished.
23. Carpets will be cleaned unless a receipt from a professional carpet cleaner is provided.

After the house or apartment has been inspected, the past tenant is eligible for a refund of the Cleaning/Damage Deposit less any deductions for cleaning, repairs or rent owed. **The tenant also has a right to request an inspection of the unit before turning in their keys, and they have a right to be present during said inspection. Please call in any requests at least 3 days prior to move out.** The accounting and refund will be mailed to the forwarding address with in 21 days from the move-out date unless excessive damage is found in the house or apartment.

Date

Signature