

Address: \_\_\_\_\_

If items circled – I'm asking that only those items be done.

#### LIST OF ITEMS CLEANED BEFORE RENTAL READY FOR OCCUPANCY

Entire Stove – includes top (drip pans) under drip pans, oven

Entire Microwave

Entire Refrigerator – NO FOOD PRODUCTS SHOULD REMAIN includes top and under

Entire Dishwasher – includes top of door

Any other kitchen appliance , trash compactor, coffee pot, toaster, toaster oven, etc.

Organize kitchen cabinets and wipe down counter tops – unfurnished homes, these should be empty

Organize kitchen drawers – unfurnished homes, these should be empty

Dust or vacuum base boards

Dust or vacuum pot shelves

Clean Fans and lights --- replace bad light bulbs

Wipe down door frames and around switch plates

Wipe down any marks on walls that can be taken off

Clean all toilets

Clean all bathroom sinks

Clean out and wipe down all bathroom cabinets and counter tops

Clean out and wipe down bathroom drawers

Clean and wipe down all bathroom mirrors

Clean out and wipe down all bathtubs and showers

Vacuum Air Conditioner air intake vent --- replace filter if not NEW

Dust all horizontal blinds (especially plantation shutters)

Clean and wipe down all sliding glass doors

Dust and wipe down all panel doors – including closet doors if they are paneled

Clean and wipe down all bedroom mirror doors

Sweep and mop all hard surface floors

Vacuum all carpet

Sweep out garage and check to see that all cabinets are empty

If you feel that the windows need to be cleaned – please indicate that and include in your cleaning time.

If you see anything else that needs to be done - - - please communicate that to me.