



## Real Estate Sales & Property Management

### MOVE-OUT CLEANING GUIDE & CHECKLIST

The rental property MUST be cleaned and left in the same or better condition than it was received. If there are damages or cleaning is needed after you vacate the premises, charges will be assessed accordingly.

**The checklist below is for applicable items in the unit, check off as completed or mark N/A for any items not in the unit.**

#### KITCHEN

##### Refrigerator

- Clean all food out of refrigerator
- Leave the refrigerator running or make sure doors are propped open if it is turned off.
- Clean outside and inside of refrigerator and freezer thoroughly, removing all debris and stains.
- Remove any stickers that you may have put on the refrigerator, other appliances, cabinets, etc.
- Remove the drawers and clean inside as well as under them, then put them back into place.
- Move the refrigerator away from the wall and clean behind it (be careful not to damage the flooring).
- Clean the refrigerator drip pans and the front grill at bottom.
- Replace burned out or missing light bulbs (with proper bulb and wattage).

*Note: Any parts in refrigerator that are broken or damaged; such as clips, racks, drawers and shelves, are expensive to replace and they must be special ordered and shipped to the islands.*

##### Cabinets/Countertops

- Empty and clean out all cabinet drawers and tops of cabinets.
- Remove or replace cabinet liners as applicable.
- Make sure all hardware is cleaned.
- Clean counter/bar tops and remove any stains, if possible.
- For under cabinet lights, replace burned out or missing light bulbs (with proper wattage).
- Remove any stickers that you may have put on the countertops or cabinets.

## MOVE-OUT CLEANING GUIDE & CHECKLIST

*Note: Burns, scratches and chips will require the entire counter-top replacement.*

### **Stovetop/Oven/Rangehood/Exhaust Fan/Microwave**

- Clean stove, including under stove burners, control knobs, stove top and back-splash (if entire stove top lifts-up, clean underneath this as well)
- Glass top stove tops must be cleaned with appropriate glass stove top cleaner. NO ABRASIVES.
- Clean stove rings, drip pans; replace if necessary.
- If you are using oven cleaner or auto clean, make sure oven cleaner residue is not left in stove. After cleaning, turn oven on for a few minutes - if oven turns white, there is still residue from the cleaner. You will need to rinse with plain water again after oven has cooled down.
- Make sure entire stove is not greasy.
- Clean rangehood or exhaust fan including filters. Replace filters if necessary.
- Clean microwave inside and out; wash all removable parts and place them back in microwave.
- Pull out and clean inside and under bottom drawer of stove (or access panel).
- Clean floor under stove.
- Replace burned out or missing light bulbs (with proper bulb & wattage).
- Remove any stickers that you may have put on the stove, oven or microwave.

### **General Kitchen**

- Clean floors and vacuum carpets; spot clean if necessary.
- Clean baseboards.
- Clean tile grout with grout brush.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs or dust on beams.
- Remove any nails, tape or stick-ups from walls, cabinets, windows and mirrors.
- Empty pantry/closet and clean shelves, vacuum or sweep floors in pantry/closet.
- Clean under sink and drain pipes under the sink.
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace all burned out or missing light bulbs (with proper bulb and wattage).
- Clean fire extinguisher as well as bracket; leave fire extinguisher in the bracket.
- Make sure all trash is removed.

# MOVE-OUT CLEANING GUIDE & CHECKLIST

## LIVING ROOM, DINING ROOM, FAMILY ROOM

- Clean floors and vacuum carpets; spot clean if necessary.
- Clean baseboards.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs or dust on beams.
- Remove any nails, tape or stick-ups from walls (be careful not to damage sheet rock).
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace burned out or missing light bulbs (with proper bulb and wattage).

## HALLWAYS AND STAIRWAYS

- Clean floors and vacuum carpets; spot clean if necessary.
- Clean baseboards.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs or dust on beams.
- Remove any nails, tape, or stick-ups from walls or mirrors (be careful not to damage sheet rock).
- Empty hall closet and clean shelves, vacuum or sweep floors in closet.
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace burned out or missing light bulbs (with proper bulb and wattage).
- Make sure ALL fire prevention alarm/detectors are hooked up properly and are working.

## BEDROOM(S)

- Clean floors and vacuum carpets; spot clean if necessary.
- Clean baseboards.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs or dust on beams.
- Remove any nails, tape, or stick-ups from walls, mirrors and windows (be careful not to damage sheet rock).
- Empty closets and clean shelves, vacuum or sweep closet floors.
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace burned out or missing light bulbs (with proper bulb and wattage).

## MOVE-OUT CLEANING GUIDE & CHECKLIST

### BATHROOM(S)

- Clean floors and vacuum carpets; spot clean if necessary.
- Clean baseboards.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs or dust on beams.
- Clean tub/shower enclosure(s).
- Clean tile grout with grout brush.
- Clean sink(s) and counter top(s).
- Clean under sink and drain pipes under the sink.
- Remove all mold, mildew and soap scum.
  - If you have fiberglass shower/tub(s) use ONLY non-abrasive type cleaners.
- Clean around top of tub/shower enclosure(s).
- Clean toilet bowl(s) and lid(s).
- Remove anything from toilet(s) that cleans or colors the water.
- Clean toilet tank(s) and around base of toilet(s).
- Clean shower head(s) and all faucet(s).
- Clean medicine cabinet(s), mirror(s), and shelves.
- Remove any nails, tape, or stick-ups from walls, mirrors and windows (be careful not to damage sheet rock).
- Empty closets and clean shelves, vacuum or sweep closet floors.
- Clean all grills, vents and ceiling exhaust fan.
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace burned out or missing light bulbs (with proper bulb and wattage).
- Remove your shower curtain and rings.

*Note: The curtain rod is ours. If you have broken and/or replaced the rod with a different style or color than originally installed, you will be charged for a proper style and color replacement.*

### FLOORS

- Clean floors and have carpets professionally cleaned.
- If your dwelling has wood floors, clean them with appropriate cleaner, report or refurbish any damage.
- Clean tile grout with grout brush.
- Make sure you clean the corners.
- Clean the baseboards.

## MOVE-OUT CLEANING GUIDE & CHECKLIST

### LAUNDRY ROOM

- Clean the washing machine inside, outside, control knobs and behind.
- Clean the dryer inside, outside and behind; carefully clean lint filter.
- Make sure windows, window sills and screens are clean.
- Make sure blinds or window coverings are clean.
- Wipe down walls and remove any cobwebs.
- Clean fire extinguisher and leave in bracket.
- Empty, dust and clean any shelving.
- Remove any nails, tape, or stick-ups from walls, mirrors and windows (be careful not to damage sheet rock).
- Empty closets and clean shelves, vacuum or sweep closet floors.
- Clean all grills, vents and ceiling exhaust fan.
- Clean all ceiling light fixtures including and carefully dust or vacuum the ceiling around fixture.
- Clean ceiling fan, globe, and blades, and carefully dust or vacuum the ceiling around fan.
- Replace burned out or missing light bulbs (with proper bulb and wattage).

### MISCELLANEOUS ITEMS

- Remove ALL trash.
  - Do not leave any GARBAGE in the dwelling or outside the door, in or around the yard, driveway, porch or decks.
- Sweep, mop, or vacuum entire unit.
- Clean decks, patios, porch stoops and front porch area.
- Clean off exterior doors and screens.
- Clean outside light fixtures and make sure they have proper wattage light bulbs that are working.
- Make sure all closets are cleaned out and closet floors are cleaned.
- Clean top of hot water heater and pan.
- Clean fireplace or wood burning stove, make sure all ashes and wood are cleaned out and any glass doors are cleaned.
- Make sure propane tank is full.
- Lawn Service is complete- lawn is cut within 3 days of vacancy.
- All windows and screens inside and out are cleaned
- Remove all spider webs inside and out
- Make sure all batteries, light bulbs are working and new water filter is installed.

## MOVE-OUT CLEANING GUIDE & CHECKLIST

### CHARGES

Charges will be assessed for damages that have occurred, or any clean up expenses incurred during your stay in the rental property. The total charges will be divided evenly by the number of tenants if it is a joint lease and will be deducted the security deposit. Damages and cleaning that exceed the security deposit **MUST BE PAID** promptly! We will gladly recommend ways to save on repairs or replacements. Again, our aim is to help you in the return of your Security Deposit.

### VACATING AND CHECKING OUT

**You must be completely moved out on no later than \_\_\_\_\_.**

Make sure you make an appointment for a walk through before your move out date.

*This means that the rental property **MUST** be empty of ALL personal belongings, in **ABSOLUTE** clean condition as described above and all keys returned to the landlord.*

*If you have questions, contact us at 808-269-4942.*

Thank you for choosing Maui Rental Connections for your housing needs.