



Move Out Instructions/Cleaning Guide

PLEASE NOTE: The security deposit may not be used as last month's rent. All rent due must be paid in full until move out.

In order to return possession of the rental property to management, all keys provided to you at move-in or copies of these keys and garage door openers to the rental property **must be returned to Manske Property Management's office in Greenfield, WI or left with an agent of the company at your rental unit location.**

Management **does not** require a move-out inspection be scheduled with an authorized agent. However, we have created this cleaning guide to assist you in preparing your unit for our inspection and the refund of your security deposit.

The following list is to be used as a guide for cleaning your rental unit when you vacate. As each property is different, there are items that might not apply to your specific type of unit. We would like to point out that you are not charged for "ordinary wear and tear", but we **do not** consider dirt, dust, trash, grease, food particles, pet hair, mold, mildew, soap scum or other housekeeping issues to be within the scope of the definition of "ordinary wear and tear". It is our desire to refund your deposit. If you, as the resident, will follow the cleaning outline, we will be able to do so, provided all terms and conditions of your lease agreement have been met.

As you go through the property, you should utilize this list and check off each item as you accomplish it.

A. LIVING ROOM(S) AND BEDROOMS(S)

1. Remove all nails, tacks, anchors and window covering hangers that you have installed. Carefully patch all holes with spackle.
2. Clean baseboards and corners being careful to remove all dust, dirt and cobwebs.
3. Wash vinyl & tile floors and vacuum carpeted areas.
4. Clean light fixture coverings, around light switches and door/door knobs to remove dirt & dust.
5. Clean Fireplace.
6. Clean ceiling fans.
7. Replace light bulbs as needed.
8. Replace furnace filter if needed.
9. Clean air conditioner filter, allow to dry and reinstall.
10. Clean Window sills & blinds.

B. KITCHEN

1. Clean oven, oven walls and grills, broiler pan, and storage space, replace drip pans if needed.
2. Clean vent hood (run filter thru dishwasher), replace bulb if needed.
3. Wipe down kitchen cabinets and clean inside, outside, and on top.
4. Clean refrigerator including under crisper, walls, containers, and defrost (if necessary), remove all water. Clean behind, top and underneath.
5. Clean sink and countertop.
6. Kitchen floor should be swept/mopped.
7. Clean light fixture coverings.



8. Replace light bulbs as needed.
9. Remove all cleaning solution residue.
10. Clean window sills.
11. Clean doors, baseboards, door knobs, light switches & wipe down walls to remove excess dirt/dust.

C. BATHROOM(S)

1. Clean all light fixtures and switch coverings.
2. Clean medicine cabinet and mirrors (mirror should be free from streaks).
3. Floor should be cleaned.
4. Thoroughly clean toilet, sink, cabinets, and tub/shower. Remove all cleaning solution residue.
5. Clean all wall tiles with a mold cleaning solution.
6. All soap dishes, handles, racks, spouts and walls should be free of dirt and stains.
7. Replace light bulbs as needed.
8. Clean around doorknobs and light switches.
9. Clean window sills.

D. EXTERIOR SPACES, GARAGE, STORAGE AND BASEMENT

1. Clear out each area, leaving only those items which came with the property.
2. Place all trash, garbage, and debris where garbage collection instructs for pick-up, or remove from the property.
3. All areas must be swept and free from dirt & dust.
4. Balcony & or Porch must be cleared and swept of all debris.

E. CARPET CLEANING

1. Please vacuum all carpeted areas after you have completely moved out. Pay special attention to high traffic areas, corners, edges and areas that housed pet related items such as litter boxes, beds, trees etc.