

**Rental Management Company
PO Box 11056
Fayetteville, NC 28303**

RE: Cleaning Letter

This letter is furnished for your benefit in obtaining your security deposit when vacating the property. We do not desire to withhold any of your security deposit if the property is clean and ready for occupancy.

Please examine closely. All personal belongs need to be removed from the house by the time the inspector comes for your scheduled move out appointment. As well as, ALL cleaning must be completed at this time. If you are not ready for the inspection, the inspector will tell you to reschedule the appointment for another day and you will be charged a \$50.00 re-inspection fee. The inspector is on a schedule and can not wait around for things to be completed.

Please use this checklist as your guide to check this home when moving out. If an item (or items) is not listed on this letter that does not mean that item (or items) is excluded. This letter acts only as a guide.

- **ELECTRICITY/WATER:** When it comes time for the move-out inspection, the electricity and water must be left on until after the move out inspection. If not "ON" at the time of inspection a second inspection will be scheduled and you will be charged a fee of **\$50.00** for **re-inspection as well as the cost of the utility bill**. Lights, fixtures, appliances, etc., must be checked.
- **LIGHTS/GLOBES:** Light bulbs and globes must be intact and operable. All light globes must be removed, cleaned and placed back on fixtures. This is to include blades on ceiling fans.
- **FILTERS:** Range hood filters must be serviceable and free of grease. Air intake and furnace filters will be new at the time of your move-out inspection. Air intake grates must be clean and will be checked for damage and must be able to be secured. The lease states that air intake filters must be changed every thirty days.
- **CEILING:** Ceilings will be checked for holes, hooks, gouges, cleanliness, stains, cobwebs, etc.
- **INTERIOR WALLS:** Need to be wiped free of fingerprints, marks to include food, crayons, pencil, scuffs, etc. Baseboards need to be free of dust, food, pet dander, etc. You could be held responsible for excessive nail holes. Please do not fill-in nail holes as you maybe responsible for the cost to repaint.
- **PANELING:** Paneling will be cleaned and wiped down with a wood restorer like *Liquid Gold* or *Old English*. It will also be checked for numerous nail holes, other types of holes, scratches, cracks, etc.

- **WALLPAPER:** Wallpaper will be cleaned and will be checked for nail holes, other types of holes, tears, stains, etc.
- **FIREPLACE/WOOD STOVE:** The fireplace and chimney must be **professionally cleaned** by a chimney sweep company. You must provide a receipt for this service at your move-out inspection. All parts/tools will be inventoried and checked for cleanliness. Ash pits must be free of ashes and cleaned.
- **FLOORS/CARPETS:** Carpets must be **professionally cleaned** by a company that uses truck-mounted machines. You must provide a receipt for this service at your move-out inspection. All linoleum, hardwood, tile and other type floors must be cleaned. Floors will be checked for stains, cuts, burns, holes, tears, etc.
- **CLOSETS:** Shelves should be cleaned and rods serviceable and intact. Remove any excess hangers, contact paper, etc. Clean and wipe shelves.
- **DOORS:** Doors will be inspected for nail holes, other types of holes, cracks, scratches, etc. All natural wood doors must be wiped down with a wood restorer like *Liquid Gold* or *Old English*. All doorstops will be inventoried and checked for serviceability.
- **WINDOWS/STORM WINDOWS:** Will be checked for cleanliness, holes, cracks, etc. Windowsills and the area between the windows and screens/storm windows will also be checked for cleanliness.
- **SCREENS:** Will be checked for snags, holes and tears. The screen frames will also be checked for bends, cracks, broken areas, etc.
- **CURTAINS:** Will be checked for cleanliness, stains, tears, etc.
- **CURTAIN RODS:** Will be intact and checked for serviceability, bends, etc.
- **WOODWORK:** Must be cleaned and wiped down with a wood restorer. It will be checked for chips, scratches, etc.
- **DRAINS:** Will be checked for clogs, slow draining lines and cleanliness.
- **REFRIGERATOR:** Must be cleaned and thoroughly defrosted. No water, ice or food/food particles should be present. Water pans must be empty and clean. Door seals will be checked for cleanliness and serviceability. Ice cube trays, shelves, crisper covers and any other accessories inventoried must be clean and serviceable. The complete exterior must be cleaned. Both interior and exterior will be checked for cracks, dents, scratches, etc. Refrigerator must be pulled out to check floor underneath.
- **STOVE/OVEN:** No grease, food/food particles or burnt spots are to be present. Drip pans will be checked for cleanliness and serviceability. Drip pans will be replaced. Shelves, racks, broiler pans and/or covers, drawers

and under the stovetop will be checked for cleanliness. The range hood will also be checked for cleanliness and serviceability. This includes light covers and filters. Stove must be pulled out to check floor underneath (not applicable if a drop-in range).

- SINKS: Must be cleaned of food, hair, cleaning residue, soap film, etc. They will also be checked for cracks, burns, holes, scratches, etc.
- GARBAGE DISPOSALS: Will be checked for food particles, foreign objects and cleanliness.
- CABINETS: Will be checked for cleanliness and water damage. All contact paper and/or sticky residue must be removed. The outside must be cleaned, especially around the handles, and wiped down with a wood restorer.
- TUBS/SHOWERS: Must be cleaned, discoloration removed and soap film or cleaning residue removed. Any application of stickers or non-slip strips must be removed. Shower doors, door tracks, shower curtains, etc., must be clean and serviceable.
- MIRRORS: Must be clean and will be checked for cracks and chips.
- COUNTER TOPS: Must be clean and will be check for stains, cuts, burns, chips, etc.
- SCREEN/STORM DOORS: Will be checked for cleanliness, dents, serviceable screens and glass. Hardware such as closures, chains, springs, handles and latches will also be checked for serviceability.
- YARD: Must be freshly mowed, raked, trimmed and edged. This includes areas under patios, decks, in planters, etc. It will also be checked for holes, burned areas or areas where grass has been killed. Bushes/shrubs must be trimmed. Tress will be checked for damages, such as objects nailed to them, etc.
- STORAGE ROOM/SHED: Must be emptied of all items, swept and cleaned (to include shelves). Windows, doors, walls, lights, ceilings and shelves will be checked for damage. The floor will be checked for stains and damage.
- GARAGE/CARPORT: Must be emptied of all items, swept and cleaned (to include shelves). Windows, doors, walls lights, ceilings and shelves will be checked for damage. The floor will be checked for stains and damage.
- EXTERIOR WALLS: To be checked for damage to surface paint or brick. Foundation vents are to be in place.
- ROOF/GUTTERS: To be cleaned of pine straw, leaves, sticks, etc.
- MAILBOX: Post and box will be checked for damage.

- FENCES/GATES: Will be checked for damage such as bends, broken pieces, hardware, etc.
- SPRAYING FOR PESTS: You must have the property sprayed for pests by a **professional** company and provide the receipt for this service at your move-out inspection.
- CRAWL SPACE/SCUTTLE DOOR: Must be emptied of all items. Door will be checked for damage, serviceability.
- SMOKE DETECTOR: Will be checked at the time of move-out. It must be operating according to the manufacture's specification. If the smoke detector is chirping this means that it is not operating properly.

At the time of your move-out inspection you must provide the receipts for having the carpets professional cleaned, general pest spray (this is an interior spray whether you have pets or not), and if applicable, professional chimney cleaning (if you have a chimney, it needs to be professionally cleaned even if you have not used the chimney).

If any cleaning or repairs are necessary to correct the items beyond fair wear and tear, your security deposit will be held until the completion of the work. If we have to hire an outside vendor to do any of the cleaning (ex: carpet cleaning; we will charge you their fee plus an additional \$35.00 administration fee). A fee of \$35.00 will be charged for each vendor we have to hire to do any cleaning. Within 30 days after returning the keys, you will be mailed an itemized list of expense and the difference between the security deposit and repairs.

If, at the first move-out inspection appointment, it is found that cleaning and/or repairs are necessary, you will be given the option to correct such items and will be given ample time to do so. It is a good idea to keep a few cleaning supplies at the time of move-out inspection. If, at the second move-out inspection appointment, such items are not completed satisfactorily, a repairman will be contracted to complete the items and this amount will be deducted from your security deposit. You will be charged a fee of \$50.00 if a second inspection is necessary.

Remember, after receiving the keys to move in, you had 72 hours to review the home with your move-in inspection.

If you have any questions, feel free to contact us. Our office hours are Monday through Friday 8:30 am to 5:00 pm.

Thank you for taking the time to read this. It will help insure that you get your full security deposit when you move out.

Sincerely,
Rental Management Company