



VACATING AND CLEANING INSTRUCTIONS

Below you will find our vacating and cleaning guidelines. Remember this is just a guideline, and not an all inclusive list, each property is unique, and may require additional cleaning above and beyond what is mentioned here. This list does not include maintenance or repair items. Keys are typically due by 12:00PM (NOON) on the day of your move-out. Only one refund check per unit is issued. To receive the maximum portion of your deposit back, you must do the following:

ENTIRE UNIT:

- (a) Walls should be washed, holes filled and marks removed, including streaks above heaters.
- (b) Carpets must be vacuumed. We will have carpets professionally cleaned with expense deducted from your deposit, unless otherwise agreed to in writing.
- (c) Draperies must be taken down, professionally cleaned, and re-hung. Blinds must be cleaned of all dust and grime.
- (d) All windows must be washed – inside and out. Tracks must be cleaned. Screens cleaned, and free of damage.
- (e) Vinyl flooring in kitchen, bedrooms and bath must be cleaned and polished (finish allowing)
- (f) Light globes and light switch faceplates must be washed.
- (g) Washers/Dryers should be cleaned inside/out and underneath.
- (h) Smoke/CO2 detectors should all be operational and in proper locations
- (i) All light fixtures washed and bulbs operational.
- (j) All woodwork (trim) dusted
- (k) All doors dusted (wood) and washed (painted surfaces) as needed (including front door)

KITCHEN:

- (a) Refrigerator must be defrosted, bins removed and door cleaned underneath. Clean door seals. Exposed coils and back of refrigerator must be cleaned of all dust. Refrigerator should be left on with doors closed.
- (b) Range must have oven pans, broiler grills, and shelves cleaned. If drip pans are damaged or uncleanable they must be replaced. Remove drawer from range and clean underneath range. Replace range drawer after cleaning.
- (c) Cabinets must have all paper removed and shelves and doors, top of cabinets and handles cleaned.
- (d) Countertops are to be cleaned off. Sink is to be cleaned out with a scouring pad and cleanser. Faucet is to be left shining with no stains or water spots. Scrub under disposal lip with a bristle brush.
- (e) Dishwasher inner door seal is to be cleaned as well as front door and handles.

BATHROOM:

- (a) Tile, countertops, tub and shower surround must be washed and shined. All build up of soap scum must be removed. Use Tilex for mildew.
- (b) Medicine cabinets must be cleaned (shelves, mirror, and tracks on cabinet).
- (c) Tub, basin, shower, and toilet must be cleaned. Tub, shower, and all chrome in bathroom must be shining with not water spots or film. All cleanser grit must be removed. Do not use harsh abrasives such as powder cleaners on newer tubs. These harsh abrasive may damage the surface.
- (d) Clear all tub drains of hair, etc.

BEDROOM:

- (a) Closets must be cleared of all material; shelves cleaned and scuff marks washed off.
- (b) If you smoke, the unit has absorbed the smoke odor. You must incur the cost of repainting or other necessary actions to remove the residue or odor. Smoking is not permitted within any units managed by Misty Mountains Realty, LLC.

Please do not place large items in dumpster/trash areas, they should be taken directly to a trash disposal or recycling facility or residents are encouraged to donate lightly used items.