

*** CLEANING GUIDELINES ***

The following work must be done in order to receive a deposit refund. If the work is not done satisfactorily, ROSS PACIFIC MANAGEMENT will hire professionals to return the property to the same condition in which you received it. The charges incurred will be deducted from your deposit refund. Ordinary wear and tear is to be expected and is allowed for in determining your responsibility.

THE REFUND OF YOU SECURITY DEPOSIT WILL BE BASED ON, BUT NOT LIMITED TO, THE FOLLOWING:

- Range, hood, and filter must be clean and free of grease. Clean all surfaces, knobs, burners, and pans. Replace Drip pans on stove and clean under stovetop. Clean oven, if self-cleaning, be sure to wipe out ashes. (DO NOT USE OVEN CLEANER ON A SELF-CLEANING OVEN.)
- Clean inside and face of dishwasher door.
- Clean inside and outside of all cabinets and drawers. Clean door and drawer fronts.
- Wash inside and outside of refrigerator/freezer. Wash and dry all vegetable trays, shelves, and interior walls. Clean lower front kick plate or grill. (DO NOT UNPLUG OR TURN OFF REFRIGERATOR)
- All floors must be cleaned including under refrigerator and range when possible. Be careful not to damage vinyl when moving appliances.
- Wash and clean all light fixtures, ceiling fans, and outside light fixtures. Replace light bulbs were needed. Change batteries in smoke detectors and test.
- Dust away cobwebs from ceiling and wipe down walls including switch place covers.
- Clean heating units. Replace furnace air intake filter. Clean out fireplace including the mantle and the screen.
- Clean all tubs and showers including the door and tracks. Be sure they are free of mold, mildew, and soap deposits.
- Clean toilets inside, outside, and behind, including supply lines.
- Clean and shine sink, faucets, plumbing fixtures, mirrors, countertops, and vanities.
- Remove all garbage. Sweep out garage, porches, decks, and walkways.
- Wash all windows, sills, and tracks. Clean all window coverings.
- Vacuum all carpeting including closets and edges. **The carpets were professionally cleaned prior to move in and MUST be professionally cleaned upon move out.** You may hire someone to clean the carpeting (you will need receipt) or we will hire a carpet cleaner. Please never rent carpet machines as they may cause damage.
- Lawn should be mowed and trimmed. Flowerbeds should be weed free. Remove all yard debris.

If your house has oil heat or propane gas, please have tank filled and provide the receipt for Ross Pacific Management. You will be reimbursed for any oil above the amount provided for you at move in.

YOU NEED NOT BE PRESENT FOR THE FINAL MOVE OUT INSPECTION, HOWEVER WE URGE YOU TO MAKE AN APPOINTMENT WITH A PROPERTY MANAGER DURING REGULAR OFFICE HOURS:

Monday-Friday 9:00-5:30

We have enjoyed having you as tenants!