

# ELMWOOD PROPERTIES

## MOVE-OUT – CLEANING INSTRUCTIONS – DEPOSIT RETURN

Write your apartment number in the space below near your building number

1701 \_\_\_\_\_ 1725 \_\_\_\_\_ 1100 \_\_\_\_\_ 918 \_\_\_\_\_ 1410 \_\_\_\_\_ 1313 \_\_\_\_\_ 837 \_\_\_\_\_ 1724 \_\_\_\_\_  
1732 \_\_\_\_\_ 1720 \_\_\_\_\_ 924 \_\_\_\_\_ 817 \_\_\_\_\_ 823 \_\_\_\_\_ 829 \_\_\_\_\_ 1040 \_\_\_\_\_ 1716 \_\_\_\_\_

In the Elmwood Properties lease and building rules section "cleaning apartment and moving out," you agreed to clean your apartment upon moving out. You need to perform only the items on this list. If you do not clean your apartment per these instructions, you agreed in your lease to hire us to clean it for you at \$30/hr.

**You will need:** liquid cleaners, dish soap, rags/towels, bath and kitchen cleaner, toilet bowl cleaner, sponge, oven cleaner, plastic mesh scrubber, bucket. **DO NOT USE:** "Brillo" or "SOS" or similar scouring pads or any powdered cleaners. **USE ONLY LIQUID CLEANERS.** Do not remove any vinyl shelf paper.

### CHECK OUT AND KEY RETURN

Please bring YOUR assigned complete set of keys (on the original ring), as you received them when you moved in, and the completed Moving Out Cleaning Instructions form to the business office. The business office is located at 1420 Rollins Ave SE. Drop them in the box (mail slot) in the front of the building.

### Send security deposits and/or CRPs to:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

YOUR SECURITY DEPOSIT AND/OR CRP WILL BE MAILED TO THE ABOVE ADDRESS.

**COMPLETE THE APARTMENT CLEANING**  
**PER THE FOLLOWING INSTRUCTIONS**

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### A. Stove

- \_\_\_\_\_ 1. Oven compartment. If you used the oven and it has spilled food, clean with "EZ OFF" oven cleaner. Follow instructions on can. IMPORTANT: Use ONLY on oven compartment. "EZ OFF" will destroy plastic knobs and chrome surfaces.
- \_\_\_\_\_ 2. Burners and burner pans. Clean with liquid cleaners. Do NOT use "Brillo" or "SOS" or similar scouring pads.
- \_\_\_\_\_ 3. Bottom drawer. Remove all debris. Wipe clean with liquid cleaners. Remove any drawer lining paper.
- \_\_\_\_\_ 4. Top and other surface areas. Wipe clean with liquid cleaners
- \_\_\_\_\_ 5. Control panel and knobs. Clean ONLY with dishsoap solution.

### B. Vent hood

- \_\_\_\_\_ 1. Remove charcoal filter and screen. Wipe surface clean with liquid cleaners. Soak screen in liquid cleaners. Do not soak filter.
- \_\_\_\_\_ 2. Wipe entire underside and top of vent hood with liquid cleaners to remove grease, etc. Replace bulb if necessary with 60 watt bulb.

### C. Dishwasher

- \_\_\_\_\_ 1. Remove food particles and wipe interior and exterior with liquid cleaners

### D. Refrigerator. DO NOT TRY TO REMOVE ICE WITH SHARP OBJECT. YOU WILL HAVE TO BUY A NEW REFRIGERATOR!

- \_\_\_\_\_ 1. Remove all food and shut off refrigerator by turning interior control knob to "0". Ice in freezer will melt and drain into evaporation pan. Place towels on floor in front of refrigerator to catch excess falling water. Wait until ice is melted and refrigerator is at room temperature before continuing. Then:
  - \_\_\_\_\_ 2. Clean all interior areas with liquid cleaners
  - \_\_\_\_\_ 3. Wipe grease and particles from creases and folds in door seal, top and sides.
  - \_\_\_\_\_ 4. DO NOT close doors. Prop them open.

### E. Floor

- \_\_\_\_\_ 1. Wipe entire floor with liquid cleaners.

### F. Cabinets and shelves

- \_\_\_\_\_ 1. Remove everything from all cabinets and shelves and wipe all interior and exterior surfaces with liquid cleaners.

### G. Countertop

- \_\_\_\_\_ 1. Wipe clean with liquid cleaners.

### H. Sink

- \_\_\_\_\_ 1. Clean interior. Wipe handles and faucet clean of spots. Wipe clean sink strainer basket

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### **II. Light Fixtures & Ceiling Fan.**

- \_\_\_\_\_ 1. Replace all burned out bulbs with 60 watts in all light fixtures
- \_\_\_\_\_ 1. Remove ceiling fan glass shades and dip and clean in soapy water. Dry shades before re-installing.
- \_\_\_\_\_ 2. Wipe ceiling fan blades and motor housing with damp rag.

### **III. Bathroom**

#### **A. Toilet**

- \_\_\_\_\_ 1. Clean bowl with "Sani-Flush" or equivalent.
- \_\_\_\_\_ 2. Wipe all surface areas of toilet seat, tank, bowl rim, top and bottom and floor around bottom with liquid cleaners.

#### **B. Walls**

- \_\_\_\_\_ 1. Wipe entire surface area of every wall with clean damp rag.

#### **C. Sinks, fixtures, towel bars, and glass doors.**

- \_\_\_\_\_ 1. Clean with "liquid cleaners. Wipe chrome faucets and handles and towel bars dry.

#### **D. Mirrors**

- \_\_\_\_\_ 1. Clean spot-free.

#### **E. Cabinets**

- \_\_\_\_\_ 1. Remove everything and wipe shelves and drawer interiors with dish soap solution.

#### **F. Tub, tile walls, and sink. DO NOT USE POWDER CLEANERS. Use liquid cleaners such as "Tilex" or "409" only.**

- \_\_\_\_\_ 1. Remove all scum and stains from tub and tile walls. Wipe faucet and handles clean and spot-free.

#### **G. Floor**

- \_\_\_\_\_ 1. Wipe entire floor clean with liquid cleaners.

### **IV. Windows.**

- \_\_\_\_\_ 1. Wipe ledges clean with damp rag
- \_\_\_\_\_ 2. Close and lock windows.

### **V. Windows and blinds.**

- \_\_\_\_\_ 1. Wipe window ledges free of dirty and dust.
- \_\_\_\_\_ 2. Clean Venetian blinds with damp rag - no cleansers at all.

### **VI. Balcony (Buildings 1701 & 1725 only)**

- \_\_\_\_\_ 1. Sweep clean.
- \_\_\_\_\_ 2. Close and lock screen and door.
- \_\_\_\_\_ 3. Clean glass both sides patio doors.