

9200 REDMOND PLACE | GRAN INC.

MOVE-OUT CLEANING INSTRUCTIONS

We hope you have been happy at 9200 Redmond Place and we are sorry to see you leave our community. Here are a few cleaning tips to maximize the refund of your security deposit. Soilage and damages is not considered to be normal wear and tear and will be deducted from your security deposit, and if necessary, will be billed to you.

Our maintenance team prefers to repair any and all holes which may have occurred during your residency (I.E. picture hanging holes, nail holes, or any other type of hole). You will not be charged for the repair of 20 or fewer NORMAL size picture/nail holes. Additional picture/nail holes will be charged at \$0.35 per hole. The cost will be assessed by the number of maintenance hours and supplies required for the repair of larger than picture/nail holes.

After the Move-out Inspection has been completed, we will use the Move-out Expense Sheet signed upon your move-in date to determine the charges. If you would like a copy of your Move-out Expense Sheet, please contact the Rental Office and we will gladly provide one for you.

Within 21-days after vacating the community, we will forward a copy of your completed Move-out Inspection form along with any portion of your Security Deposit which will be refunded to you or a bill with any charges left owing that exceeded your Security Deposit. If there is a balance owing, please pay the total amount due within 10 days.

If you wish to schedule your move-out inspection with management, please contact the Rental Office prior to your move-out date. If you prefer to turn in your keys after hours, please deposit the keys in the drop box and let us know where we can find your garage door opener.

Kitchen

- Wash inside and out of all cabinets and drawers, paying special attention to the door's edges
- Wash underneath and the top of the range hood, remove the filter and the light cover to wash
- Start the self-clean cycle on your oven. Once cooled, wipe the remaining remnants.
- Scrub stove top knobs and wash surface and underneath the range
- Clean or replace the drip pans. (If the drip pans need replacement, they will be billed per the Move-out Expense Sheet.)
- Clean the stove drawer
- Pull the range out and clean the sides and the front
- Clean the vinyl under the range and push back in
- Wash the Dishwasher inside and out
- Wash the refrigerator inside and out, not forgetting the seal
- Pull refrigerator out and wash the sides and the front
- Clean the vinyl underneath refrigerator and slide back in
- Clean Microwave inside and out
- Clean light fixtures and switches
- Wash Counter tops and the sink
- Mop floor paying special attention to the corners
- Clean window, window track and sill

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Living Room/ Dining Area/ Bedrooms

- Wash both sides of the front door
- Remove cobwebs from ceiling, walls, behind doors, closet
- Clean Windows, Window tracks, and Windowsills
- Clean Sliding Glass Door inside, remembering the track
- Clean Fireplace thoroughly
- Clean light fixtures, and switch plates
- Vacuum carpets and *Commercially clean

Bathroom

- Wash bathtub and shower including the tile. Shine all Chrome and Ledges
- Clean toilet inside and out, remembering the base and the tank
- Wash the inside and outside of drawers and cabinets, including the Medicine Cabinet
- Wash the countertops and the sink
- Wash Mirror and light fixtures, remembering the switch plates
- Mop floor, especially by the toilet

Washing Machine & Dryer

- Clean washing machine outside and underneath the lid
- Clean dryer, outside and lint trap
- Clean the top of the Water heater
- Wipe down shelf above washer and dryer

Deck/Balcony

- Clear all cobwebs
- Clean debris off deck/balcony
- Clean the outside of the sliding glass door

***Note we will need a copy of the receipt to staple to your file. Option: Management can provide the service for you at a lower rate and it is guaranteed to meet our standards**

Finally:

Be sure to leave a Change of Address form with the Post Office and the Community Manager to be sure your mail will be forwarded to you.

Thank you for living with us. Please keep us in mind if you, or someone you know needs anything in the future.