

Vacating Procedure Checklist

You must be completely vacated by noon on the last day of the month

Call your apartment manager to set up an appointment for check-out. This must be done before the last day of the month. Please call with any questions.

Kitchen:

- Wipe down cupboards and drawers inside & out including the very tops
- Run oven thru self-cleaning with racks, when done wipe out, wipe top with glass cook top cleaner (Weiman is recommended and a glass scraper can be used for burnt rings).
- Pull out stove drawer and wipe out including the floor underneath
- Pull out the fridge and scrub floor. Clean the inside & outside thoroughly don't forget the top
- Scrub sink and sink stoppers
- Clean dishwasher and microwave inside and out
- Sweep and mop floor last

Laundry Room:

- Sweep and mop floor, wipe machines in and out

Living Room:

- Clean ceiling fan (if applicable)
- Clean air conditioner including filter (pull out front)
- Clean laminate flooring (Shaw floor cleaner or pine sol & hot water). Be sure to dry just after.

Bathroom:

- Clean mirror and light fixture above
- Wipe all cupboards and drawers inside & out (drawers pull out) including side rails.
- Scrub shower head, tub and tub surround (magic eraser w/softscrub). Please rinse well.
- Clean toilet bowl with bowl cleaner wipe down outside of toilet, tank and seat & around hinges
- Pull off exhaust fan covers carefully and clean
- Sweep and mop floor

Bedroom(s):

- Wipe down windows, wash blind attachments, and vacuum.

General:

- Wipe down all baseboards, heat registers, doors and outlet covers
- Take down and wash all light fixtures including kitchen and closets
- Clean windows inside & out (push up and pull out) Also pop out screens to clean outer window.
- Wipe down the entire white frame including the sills
- Sweep garage (if applicable)
- Vacuum all carpeting
- Carpet cleaning to be taken out of the deposit and set up by management
- Put in Change of address with post office at usps.com and [call to cancel utility service](#)**
- Cancel autopay with paylease if applicable**

**Suggested cleaning products
that work great -**

***Greased Lightning in
kitchens, Soft Scrub and
Magic Erasers for tubs and
tile floors, Windex for glass,
any all purpose cleaner,
stainless steel cleaner for
appliances***