

First Realty Property Management
428 E. Magnolia Ave.
Auburn, Alabama 36830
334-887-3425

CHECK-OUT AND CLEANING

IMPORTANT: ALL UTILITIES MUST REMAIN CONNECTED THREE BUSINESS DAYS AFTER LEASE EXPIRATION; IF DISCONNECTED, THERE WILL BE A **\$95.00 RECONNECT FEE.**

1. Before 9:00 a.m. on the last day of your lease, you must return this form to our office with all keys to your dwelling and any mailbox keys issued to you. **FAILURE TO DO SO WILL RESULT IN \$50 HOURLY HOLDOVER CHARGES.**
2. You must remove ALL your belongings from the premises. Remove all personal items, food, furniture, trash, etc. and be sure to empty any attic, pantry, utility room, storage/crawl space or outbuilding. If it was not there when you moved in, it should not be there when you move out.
3. You are expected to leave your rental unit **COMPLETELY CLEAN** and ready for the move-in of the next occupant. Your cleaning should include but is not limited to:

CLEAN EVERY NON-VERTICAL SURFACE. This includes door/window frames and sills, blinds, ceiling fan blades and housings, and ALL BASEBOARDS. Dirt and stains remaining after dusting should be removed with a liquid cleaner such as Orange Clean. Clean windows inside with window cleaner and polish dry.

KITCHEN: Empty and vacuum out all cabinets and drawers; clean grease and stains from all cabinets inside and out, and dust the tops of any cabinets that do not meet the ceiling. Clean range hood inside and out including filter. Clean dishwasher door outside and inside. Clean oven and drip pans with oven cleaner. Replace any drip pans that cannot be cleaned. Lift top of stove and clean underneath and around edges. Clean every surface inside fridge; pull fridge and stove out from wall and clean their sides and behind, beside, and beneath them. Scrub sink and drain flanges with BonAmi or other non-abrasive powder cleanser and clean/polish dry faucet, sprayer, etc. Vacuum then mop the floor; rinse if needed.

BATHROOMS: Remove all soap scum and mildew from shower walls, tubs, faucets, and fixtures. Outer as well as inner surfaces of toilet must be cleaned, including the base. Wash any light globes; clean then polish dry the faucets, drain flanges, mirror, towel rack, tissue holder, etc. Vacuum then mop the floor and get all gunk out of corners, behind toilet, etc. NOTE: Bleach is not a cleaner, it is a disinfectant and stain remover. Use soap scum remover and/or a nonabrasive powdered cleanser and elbow grease on shower/tub before applying mildew remover.

CARPETS: Carpets should be thoroughly vacuumed clean and free of stains. Use crevice tool to vacuum edges of carpets at baseboard and door casings. "Normal wear and tear" pertains to matting and furniture imprints, NOT to dirt and stains. All carpets must be professionally steam-cleaned; if you choose to arrange this yourself, you must present with this form a current receipt for steam cleaning by a major local carpet care company approved by First Realty.

LAUNDRY: Clean all outer washer and dryer surfaces and remove all dirt and scum from inside rims of each. Filters should be clean. Pull W/D out from wall and clean beneath, beside, and behind them. BE CAREFUL NOT TO DETACH OR DAMAGE WATER LINES, DRAIN OR VENT HOSES, OR ELECTRIC CORDS.

MISCELLANEOUS: Landlord's furniture should be wiped clean, mirrors polished, and all drawers vacuumed out. Vac under couch and chair cushions. Replace any burned out light bulbs (inside and out) with the appropriate wattage: 60W max. inside, 75W max. outside; remove, wash, and replace ALL fixture globes or covers. Replace 9v battery in smoke detector if it has been beeping; you will be charged to repair or replace any disabled detectors. Remove ALL fasteners from walls, hangers from ceilings, etc., but DO NOT SPACKLE OR REPAIR ANY HOLES. Stains on painted surfaces may come off with a liquid cleaner; BonAmi often removes scuff marks from woodwork. Area around outside of unit should be thoroughly clean, including free of cigarette butts. Residents of one- and two-family dwellings should mow, trim, and clean up the yard.