

ADDENDUM #1 TO LEASE AGREEMENT

Move Out Cleaning Instructions

There exists an area of misunderstanding that sometimes creates conflict. This area is the interpretation of the cleanliness of a rental unit and the performance deposit.

Your Property Condition report will be the basis of the inspection when you vacate your unit. The following is a short guidelines so that we may return as much of your deposit as possible.

GENERAL:

If you have glued paper, plastic or vinyl on the walls or windows, you may need acetone to remove the glue. Nail holes in the wall should NOT be filled. If the wrong plaster or spackle is used, the wall may require painting, and the tenant would be charged. Special attentions should be given to cleaning areas not normally viewed by some, such as cupboards, closets, drapery rods, and ceilings. EVERYTHING that you have put up must come down. The next tenant may have different tastes.

WALLS, DOORS AND WOODWORKING:

Scrub all doors, woodwork, electric & light switches / covers with cleaner and water. All should be free of dust and cobwebs.

WINDOWS:

Clean all window seals with cleaner and water – tracks should be free of all dirt, etc. Clean glass with a window cleaner.

CLOSETS:

Clean the shelves and hanger rods with cleaner and water.

CEILINGS:

Remove all cobwebs from ceilings. Remove light globes, replace burned out light bulbs, clean globes and fixtures, and then replace.

BATHROOM:

Clean Toilets, sink and tub with scouring powder and rinse well. Remove hard water and soapy build up. (Special hard water cleaning agents may be needed around faucets and spigots or on shower walls.) Walls, woodwork and medicine cabinets should be cleaned thoroughly.

KITCHEN:

Scrub counter, cupboards (inside and out), drawers and shelves. Extra Work may be needed on walls, around stove and refrigerator. Pull out appliances from wall to clean underneath, sides and behind.

STOVE:

Shut off electric current to stove. Remove racks and pans inside of oven, and remove burners from top. Clean thoroughly inside and out. Use oven cleaner on the inside of oven. Pull out oven and clean both sides. Clean under burner pans and replace with new pans as needed. Reassemble, turn electricity back on and check to see that all burners and oven are operational.

REFRIGERATOR:

Move away from the wall and unplug. Take out racks, food drawers, etc. and clean thoroughly. Reassemble. Clean exterior with cleaner and water. When complete, plug back in and turn on low. DO NOT leave refrigerator off—this will cause mold to grow. If mold does grow as a result of leaving refrigerator off, the tenant will be responsible for the cost of re-cleaning.

HOT WATER TANK:

Wipe completely down making sure it is free of dust.

FLOORS:

Bathroom, kitchen, laundry and entry floors will need to be scrubbed with cleaner and water.

CARPETS, BLINDS & DRAPES:

Carpets & blinds must be commercially and professionally cleaned. The tenant may have these cleaned through Management and the cost deducted from their deposit or the tenant may arrange for the carpets and blinds/drapes to be cleaned themselves. If the tenant arranges to have these cleaned at their own cost, proper receipts must be turned in with the keys. If receipts are not provided, the carpets and blinds/drapes will be cleaned professionally through Management and the cost will be deducted from the deposit.

Remember, if the unit is not as clean as when you moved in, your deposit will be used to pay for the labor and materials needed to restore it to its original condition.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Manager: _____

Date: _____

Unit# _____