

# OAK FOREST MANAGEMENT, LLC

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## **MOVE OUT CLEANING INSTRUCTIONS**

***If there are any personal items left in the house, including trash and unwanted items, that we have to remove, you will lose your security deposit in full – no exceptions.***

### **Kitchen:**

- Fridge – empty & wipe out drawers & doors, **DON'T FORGET THE FREEZER**
- Empty ice maker and turn off ice maker. **Leave fridge plugged in!**
- Cupboards – Empty and wipe out (shelves doors & drawers)
- Floor – Vacuumed and Mopped
- Microwave cleaned & wiped out
- Oven cleaned including racks and burners (not just wiped out)

### **Laundry:**

- Washing machine – drum & top wiped out
- Dryer – lint trap cleaned and free of lint

### **Bathrooms:**

- Showers – Clean tile/enclosure and door of soap scum and hard water stains
- Toilets – Cleaned inside and out, entire toilet wiped off
- Cabinets – Empty and wipe out (shelves & drawers)
- Floors – Vacuumed and mopped
- \*\*Magic Erasers are going to be your best friend – great for soap scum in showers/ tubs, glass screens etc

### **Bedrooms:**

- Closets emptied – shelves & baseboards wiped down
- Carpets vacuumed
- Remove any nails, picture hangers from walls
- Window sills- Wiped down/ dusted
- Blinds dusted both sides

### **Lounge/ family room:**

- Carpets vacuumed
- Window sills wiped down
- Blinds dusted both sides
- Remove any nails, picture hangers from walls
- Baseboards wiped down
- All personal belongings removed from home

### **Storage:**

- Any storage rooms/ areas to be checked, emptied and cleaned out

### **Garage / Yard:**

- Remove all personal items
- Sweep and/ or blow out garage
- Ensure all trash is removed from property (trash can not to be left full)
- Trash left on lawn more than 24 hours before bulk waste pick up will result in a removal charge.
- Any stains on cement floor or walls left from your use to be removed.
- All pet waste to be picked up and disposed of

### **Keys/Remotes :**

*The following items must be returned, or you will be charged!*

- All keys - House, for all tenants - \$50 per key if not returned
- Garage Remotes - \$100 per remote if not returned

### **Walls/ Doors:**

- Use a “Magic Eraser” on any marks on the walls, doors & cabinets and light switches

### **Carpets:**

Carpets will be cleaned by our chosen company after you have emptied the house and vacated, the cost will be deducted from your security deposit. **DO NOT CLEAN THE CARPETS YOURSELF.**

### **DON'T FORGET TO LOOK UP!**

- Replace burned out light bulbs
- Dust /wipe ceiling fan blades off
- Replace A/C return filter
- Clean A/C vent cover

### **DON'T HAVE THE TIME OR JUST DON'T WANT TO CLEAN??**

If you would like to just remove your personal belongings & trash, let us know and we can organize for a move out clean and take the cost from your security deposit.

**NOTES:** Mr Clean Magic Erasers and Swiffer Dusters will be your best friend. The Magic Erasers will clean the bath/ shower, cabinets, walls doors etc., use “Easy Off” Oven Cleaner (in the yellow can) for the oven for ease of cleaning.