



## **MOVE-OUT PROCEDURES & CLEANING INSTRUCTIONS**

08/06/19

**Move-out:** If the date you vacate differs from the date your lease ends you must notify Shine Residential Management of your move-out date at least one week prior to move-out. **All cleaning must be completed and all personal items removed from the property prior to the end of your lease.** If house is not clean and move-in ready by the last day of your lease, you will be charged rent on a daily prorated basis until the home is cleaned and repaired.

**Utilities:** Utility service must be in effect until the end of your lease or scheduled cleaning date (whichever date is later).

**Electronic Rent Payment:** If you have a recurring electronic payment set up for your rent, you should cancel it once your final rent payment has been processed.

**Keys:** Upon move-out, all keys and garage door openers must be returned to Shine Residential Management office.

**Walk-through:** We will complete a walk-through of the property to assess the condition after keys have been turned in.

**Deposit Refund:** Your deposit will not be returned to you at move-out. You must leave a forwarding address to which any monies due can be mailed within thirty (30) days as required by Texas Law.

**General Information:** We highly recommend the use of a cleaning service that guarantees their work and will come back at no charge to correct any issues. Please provide your cleaners with a copy of these cleaning instructions so they are aware of the standard to which you will be held. We will be happy to provide you with contact information for people that we utilize. If you provide us with a paid receipt for the cleaning from a vendor on our list at the time you turn in your keys, we will first attempt to contact that vendor to remedy any issues we find with the cleaning. In the event that the cleaning is not adequate and your cleaning company will not correct the issues we find or you cleaned the house yourself, we will hire a cleaning service and it will be deducted from your security deposit. It is important to note that Shine Residential Management does not guarantee the work of ANY cleaning company YOU hire.

In order to adequately clean your premises, you should plan on 6-12 hours of hard work after you have moved all of your furniture and belongings out of the residence. You will need rags, scouring powder, liquid cleaner, window cleaner, oven cleaner, a vacuum cleaner, cleaning buckets, pads, in addition to a chair, stool or small step ladder. If you have glued paper, plastic or vinyl on walls or window, you may need an acetone to remove the stickiness. Special attention should be given to cleaning areas not normally viewed by people such as the top of door and window frames, corners, shelves, cupboards, closets, and ceilings. Everything you put up must come down (the next residents may have different tastes).

**Windows:** Clean glass with window cleaner (inside and out), clean sills from dust, etc. Wipe all window coverings (blinds & Verticals) from dust. Wash window coverings with damp cloth if sticky and/or extremely dirty. Clean out window/screen tracks.

Initials: \_\_\_\_\_

Bathroom(s):

Clean out cabinets and drawers. Look especially for hair in drawers.

Clean counter top and faucet, **especially behind faucet.**

Clean out medicine cabinet and wipe mirror with Windex.

Clean light globes (bulbs) of dust.

Clean and disinfect toilet. Wipe bowl outside and inside, clean toilet seat top and bottom and especially the piece that attaches the bowl to the tank where the seat is screwed on. Clean that strip.

Clean window sills and window coverings.

Clean shower walls and tub walls with cleanser that does not leave grit and leaves the wall smooth and shiny.

Clean shower and tub floors also and remove all hair from the floor, drain and shower track.

Clean shower glass with Windex or Lime Away so that it is clear.

Clean all stainless faucets so that they shine.

Kitchen:

Clean out cabinets and drawers for crumbs and dust. Wipe outside of cabinets.

Counter tops, **especially behind the kitchen faucet.**

Stove: Clean stove burners of all grease and grease stains. Clean balance of stove including the sides and knobs. Clean back splash of stove or wall behind stove of any grease.

Oven: Clean inside of oven including racks unless it is a self-cleaning oven. Clean the vent-a-hood above the oven if present.

Refrigerator: Clean inside all compartments and wipe outside including sides and top. Clean and dust top & behind refrigerator.

Microwave: Clean inside wall and inside door of any splatters. Clean exterior including top of microwave next to cabinet and including venting area above door.

Light fixtures: Clean inside and out of glass globes. Wipe clean other parts of light fixtures.

Floors: Clean with proper product. Don't forget the corners and hard to reach areas. Make sure not to use any products that will scratch or otherwise damage floors.

Washer & Dryer: (If present) Clean and wipe exterior including top, front, sides and all knobs. Sweep and clean behind dryer of all lint and dust. Clean inside washer lid for all dirt, hair and soap residue. Clean inside dryer for hair and lint and clean lint tray.

Doors: Wipe all fingerprints and/or dirt from doors and door frames with proper cleaning product.

Closets: Wipe shelves and hanger rods with cleaner and water.

Ceiling Fans: Dust top of fans with dust cloth. Wipe with damp cloth if extra dirty. Clean any light globes that are necessary.

Floors: Clean with proper product. Don't forget the corners and hard to reach areas. Make sure not to use any products that will scratch or otherwise damage floors. Wipe off base boards from dust.

Blinds and Verticals: Dust with dust cloth; if extra dirty, wash with damp cloth.

Pets: Clean up after your pet. Make sure all waste is removed (from the house and yard).

Air Conditioning and Heating Filters: Replace filters with new filters.

Initials: \_\_\_\_\_

Carpets: Carpets must be professionally steam cleaned and provide us with a copy of your receipt. If you had a pet, please get the carpet pet treated as well to remove the pet specific stains and odors.

Garage and Exterior: Sweep out garage floor and sweep patio and porches, pressure wash if necessary.

Gutters: Gutters must be clean of debris and leaves

Spackle holes in walls from pictures: Please do not use spackle knife since it spreads the spackle and covers the texture. Use the tip of your finger and just dab a small amount into the hole to fill it without spreading it beyond the hole. Touch-up paint.

Light Bulbs: All light bulbs must be in working order and any bulbs you have to replace must be replaced with the same type of bulb that was in the fixture when you moved in. For example, spotlights must be replaced with spotlights of same quality and wattage.

Personal Belongings/Trash/Debris: All personal belongings must be removed from the property. All trash must be hauled away from the property and not left curbside. Any debris in the yard must be removed from the property. If any of these items are left on the property someone will have to be hired to pick it up and haul it off and the expense will be deducted from your Security Deposit.

Fireplace: Clean in and around the fireplace making sure to remove all ashes and debris. Clean the fireplace screen if present.

Smoke Detectors: Must be in proper working order.

Yard: Mow and edge the grass. Make sure flower beds are free of weeds. Clean out any storage sheds if present.

REMEMBER: If the house is not properly cleaned, someone else will have to clean it. Your deposit will then be used to pay for the labor and materials to finish this job. Or, we can do the whole job and deduct from your Security Deposit.

**ESTIMATE FOR US TO CLEAN FOR YOU: Depending on the size of the house and how clean or dirty it is upon move-out, it could be as low as \$100 for a final touch-up cleaning or as high as \$400, or more, if left extremely dirty. Repairs add to that number significantly as well. Remember, this is just an estimate. The amount will be determined after final walk-through.**

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