

Regency Management, Inc.

Move-Out Cleaning Checklist

Entryway

- High dust, remove cobwebs
- Clean door, knobs & frame
- Wash light fixture, switch & outlet plates
- Wash baseboards
- Vacuum floor

Living Room/Dining Room

- High dust, remove cobwebs
- Wash in/out of windows, tracks & blinds
- Wash light fixtures, switch & outlet plates
- Clean heater vent
- Wash baseboards
- Vacuum floor

Kitchen

- High dust, remove cobwebs
- Wash light fixture, switch & outlet plates
- Clean range/oven, in/out
- Clean hood vent/filter screen
- Clean refrigerator, in/out/top/behind
- Clean counter tops, sink & faucet
- Clean dishwasher in/out
- Wipe cabinets in/out/top
- Sweep & mop floor

Utility Closet

- High dust, remove cobwebs
- Clean light fixture, switch & outlet plates
- Clean washer & dryer in/out/behind/top
- Wash baseboards
- Vacuum or mop floor

Bathrooms

- High dust, remove cobwebs
- Clean door, knobs & frames
- Wash light fixtures, switch & outlet plates
- Clean vanity, mirror & counter tops
- Clean shelves & drawers
- Clean towel rack & toilet paper holder
- Clean & sanitize toilet
- Clean shower/tub & drain
- Clean ceiling fan
- Wash baseboards
- Wash windows in/out & blinds
- Clean heater vent
- Sweep & mop floor

Bedrooms

- High dust, remove cobwebs
- Wash light fixture, switch & outlet plates
- Wash in/out windows tracks & blinds
- Clean door, knobs & frames
- Wash baseboards
- Clean heater vents
- Vacuum floor

Balcony/Porch

- High dust, remove cobwebs
- Wash light fixture
- Sweep floor

Storage Locker

- Sweep floor

Maintenance will do the following:

- Replace burnt light bulbs
- Replace smoke detector battery
- Change lock
- Other:

Completing the above list will enable you to receive the most of your deposit back. Security deposits will be returned within 30 days of move-out date from the management company.