

# **PENNINGROTH APARTMENTS**



## **INSTRUCTIONS FOR RESIDENT MOVE-OUT CLEANING**

- ⇒ **THE STAFF AT PENNINGROTH APARTMENTS WOULD LIKE TO THANK YOU FOR YOUR TIME WITH US.**
- ⇒ **TENANTS HAVE UNTIL JULY 28<sup>TH</sup> @ 8AM, TO BE COMPLETELY VACATED!**
- ⇒ **TURN ALL KEYS INTO THE OFFICE WITH YOUR FORWARDING ADDRESS SO THAT WE MAY FACILITATE THE RETURN OF YOUR SECURITY DEPOSIT. YOU MAY LEAVE THIS ALL IN THE RENT DROP BOX IN A LABELED ENVELOPE.**
- ⇒ **IF YOU ARE VACATING BEFORE YOUR LEASE EXPIRES PLEASE CALL AND INFORM US OF THE DAY & TIME.**
- ⇒ **IT WILL TAKE UP TO 30 DAYS TO RECEIVE A CHECK & THE BALANCE IF ANY CHARGES HAVE BEEN MADE.**
- ⇒ **IF YOU DO NOT PLAN TO CLEAN & WOULD LIKE TO HAVE YOUR APARTMENT PROFESSIONALLY CLEANED PLEASE CONTACT ME FOR FURTHER INFO.**
- ⇒ **THE FOLLOWING ARE SUGGESTIONS TO HELP YOU RECEIVE A FULL REFUND OF YOUR SECURITY DEPOSIT.**

### **KITCHEN:**

- CLEAN INSIDE OVEN, STOVETOP, UNDER DRIP PANS.**
- CLEAN REFRIGERATOR/MICROWAVE (IF APPLICABLE) INSIDE & OUT.**
- PULL OUT STOVE & FRIDGE, CLEAN UNDERNEATH & ON SIDES OF BOTH APPLIANCES**
- REPLACE 6IN & 8IN DRIP PANS (IF CLEANING OF EXISTING PANS IS NOT SUFFICIENT). PANS ARE AVAILABLE AT WALMART, MENARDS, & LOWES.**
- CLEAN AND POLISH SINK; EMPTY DISPOSAL OF ALL WASTE.**
- EMPTY AND CLEAN DISHWASHER.**
- CLEAN KITCHEN FLOOR.**
- IF FIRE EXTINGUISHER IS DISCHARGED REPLACE WITH NEW.**
- REPLACE FLORESCENT LIGHTS (IF APPLICABLE).**

### **LIVING ROOM:**

- DUST CEILING FAN BLADES.**
- CLEAN ALL WINDOWS, WINDOW LEDGES, AND MINI-BLINDS.**
- CLEAN FIREPLACE (IF APPLICABLE).**

**BATHROOM(S):**

- CLEAN TUB AND TILES THOROUGHLY.
- CLEAN TOILET INSIDE AND OUT.
- CLEAN SINK AND VANITY TOP. REMOVE EVERYTHING FROM AND WIPE OUT THE DRAWERS, MEDICINE CABINET AND UNDERNEATH.
- WASH FLOOR.

**BEDROOM(S):**

- DUST CEILING FAN BLADES.
- CLEAN ALL WINDOWS, WINDOW LEDGES, AND MINI-BLINDS.
- REMOVE PERSONAL ITEMS FROM THE CLOSET.

**CARPET:**

- UNLESS NOTED ON THE MOVE-IN SHEET, TENANT ACKNOWLEDGES THAT THE CARPETS WERE CLEAN AND HAD NO TEARS, STAINS, BURNS OR OTHER DAMAGE AT THE BEGINNING OF THE LEASE TERM. AT THE END OF THE TENANCY THE CARPETS SHALL BE CLEAN AND IN THE SAME CONDITION AS WHEN TENANT MOVED IN, NORMAL WEAR AND TEAR ACCEPTED.

**LIGHT BULBS/SMOKE ALARMS:**

- REPLACE ALL NON-WORKING LIGHT BULBS.
- REPLACE ALL NON-WORKING BATTERIES IN SMOKE ALARM(S) AND REATTACH.

**STORAGE ROOMS/GARAGE/CLOSETS/FURNACE ROOM:**

- REMOVE ALL ITEMS, SWEEP, AND REMOVE COBWEBS.

**MOST IMPORTANTLY, REMEMBER TO TURN IN ALL OF YOUR KEYS INTO THE RENT DROP BOX IN A LABELED ENVELOPE!**

THANK YOU,

ASHLEY BALLARD  
PROPERTY MANAGER