



3508 Laramie Drive, Suite 1A, Bozeman, MT 59718

406-587-9004

## **RESIDENT CLEANING CHECKLIST / GUIDELINES**

The cleanliness of your apartment affects the disposition of your security deposit when you vacate. Your residence must meet our cleaning standards and be left ready for a new resident.

### **Pre Checkout Inspection**

You need to set up a pre-checkout inspection at least 1 day prior to your final checkout date. ***The pre-inspection is for your benefit.*** Obvious items that might cause a deduction from your deposit will attempt to be identified at this time.

After your final checkout you will NOT have an opportunity to re-enter the apartment. Any required cleaning or repair will, at a minimum, be deducted from your deposit.

**Unless a professional cleaning receipt is received a minimum 1 hour cleaning time will be charged.**

### **KITCHEN**

1. Clean range hood, exhaust fan, and filter. All should be grease free
2. Oven
  - a) Clean oven door and oven interior. No spilled food or grease should remain
  - b) Lift up range top to clean under burner top
  - c) REPLACE burner trays
  - d) Remove bottom drawer of oven to clean underneath
  - e) Clean cook top
3. Refrigerator/Freezer
  - a) Empty ice cube trays
  - b) Clean crisper drawer
  - c) Clean interior and exterior
  - d) Dry inside and out
  - e) Pull refrigerator out from the wall to clean behind and underneath
4. Clean all cabinets, shelves, drawers, and counter tops. Remove all shelf paper
5. Clean TOPs of cabinets
6. Clean and polish all chrome, faucets, and light fixtures
7. Sweep and wash flooring

### **BATHROOMS**

1. Clean tub and shower enclosures thoroughly. Should be free of mold / mildew / soap. Bleach grout & corners.
2. Clean toilets thoroughly, including behind bowl.
3. Clean walls with a 10% bleach solution. Should be free of mold / mildew
4. Clean mirrors and vanity shelves
5. Clean counter and drawers
6. Clean light fixtures
7. Clean Baseboard moldings and dry thoroughly
8. Sweep and wash flooring
9. Clean sink and polish faucet

**GENERAL**

1. Remove all smudges and fingerprints from walls and doors
2. Clean all electric outlet and light switch cover plates
3. Clean all closets and shelves
4. Clean all screens, window tracks, and sills
5. Clean all windows inside and out
6. Clean all window coverings
7. Clean all light fixtures
8. All light fixtures working with same style of 60 watt bulbs. Bathroom with globe bulbs as needed.
9. All smoke/CO detectors operating & new batteries
10. Sweep front and back entry ways
11. Vacuum carpet thoroughly
12. **Carpets must be Professionally Steam Cleaned with a truck mounted extractor. Receipt must be supplied.** Schedule early! See our web page for an Approved list of cleaner: [www.PropertyPartnersMT.com](http://www.PropertyPartnersMT.com)
13. Clean and vacuum all baseboard space heaters
14. Clean all heating vents
15. Remove all trash from in and around property. Any trash or furniture that does not fit fully within your trash bin must be hauled to the Story Mill convience site (2143 Story Mill RD, Bozeman, MT 59715), by Bridger Creek golf course.

***Call and make a pre-checkout and final checkout appointment***

At the time of the final checkout you will be informed if the unit meets the cleanliness standards. If at the time the unit is returned to Property Partners of Montana management, the unit still does not meet cleanliness standards a charge will be applied to have the unit cleaned.

The following are examples of charges for average cleaning expenses. The actual charges may be more or less depending on the degree of cleanliness.

General cleaning _____	\$50 / hr	Carpet steam cleaning - professional ____	\$100 / room (estimate)
Cleaning oven _____	\$100	Patch Holes in walls _____	\$10 / hole
Cleaning refrigerator _____	\$100	(size of pencil erasure)	
Cleaning fixtures _____	\$5 / fixture	Patch Holes (large) _____	\$bid price
Cleaning Windows _____	\$10 / window	Replace light bulbs _____	\$2 / bulb
		Hauling trash/away from building _____	\$50 / significant item

**Property Damage**

Damages to the unit will be assessed individually and charges will be applied to have the property repaired or the damaged item replaced. Additional time may be required to obtain sufficient Repair estimates.