



2245 West Koch, Suite B, 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.

Schedule your Checkout Inspection

After your final checkout you will have 24 hrs to correct any cleaning items identified. After 24hrs 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. You will be charged for the extra day(s) rent if extending past your final day.

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

FINAL MOVE OUT ITEMS

1. Leave all KEYS, GARAGE OPENERS, PARKING PASS on the kitchen counter. We will NOT seek you out for these items.
2. Contact post office and have all tenant's mail forward to new address
3. Cancel all utility effective the last day of your lease (NOT your exit date)
4. Make sure you provide Property Partners with a forwarding address

CLEANING 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 drip pans under the burners
 - 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 scrub flooring

CLEANING BATHROOMS

1. Clean tub and shower enclosures thoroughly. Should be free of mold / mildew / soap. Bleach grout & corners. Vinegar & Ammonia works great on soap scum.
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
10. Clean exhaust fan

GENERAL CLEANING

1. Remove all smudges and fingerprints from walls and doors
2. Clean walls & ceilings to clear cobwebs. Remove any smudges, dirt, fingerprints, etc. **DO NOT USE MAGIC ERASER**
3. Clean all electric outlet and light switch cover plates
4. Clean all closets and shelves
5. Clean all screens, window tracks, and sills
6. Clean all windows inside and out
7. Clean all window coverings
8. Clean all light fixtures
9. Wash all trim (around doors & floor)
10. All light fixtures working with same style of 60 watt bulbs. Bathroom with globe bulbs as needed.
11. All smoke/CO detectors operating & new batteries
12. Sweep front and back entry ways
13. Vacuum carpet thoroughly
14. **Carpets must be Professionally Steam Cleaned with a truck mounted extractor. - All of your items MUST be REMOVED prior to carpets being cleaned. You will be charged for a re-clean if not empty. Receipt must be supplied. - Schedule early!**
15. Wash all baseboard space heaters
16. Clean out all heating vents of debris
17. 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 convenience site (2143 Story Mill RD, Bozeman, MT 59715), by Bridger Creek golf course.

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.

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. Unless you are a professional in the area to be repaired **DO NOT** attempt to repair damage without first gaining approval. More often the repairs will cost you more to correct. **DO NOT SPOT PAINT.** The entire wall will then need to be painted at your expense.

If additional cleaning is required

If additional cleaning is required, a professional company will be hired to complete the cleaning requirements. You will be charged for this service.

Deposit Return

Any charges for additional cleaning, damages, or unpaid charges will be deducted from your deposit refund. The remaining deposit will be mailed as one check with everyones name on this check to the address proved. Anyone NOT wishing to be included on the check MUST send a signed letter to us stating this fact.

Approved Carpet cleaners- 2 weeks notice required

Here is a list of cleaners that are reasonably priced and do a great job:

First Class Carpet Care, LLC	Office: (406) 599-0520
Professional Carpet Cleaning	Office: (406) 539-9486
Dayspring, Inc	Office: (406) 585-0423
Guardian Restoration	Office: (406) 586-0288
Pristine Specialty Cleaning, Inc	Office: (406) 582-8016
Soapy Suds	Office: (406) 388-3695
Mountain Carpet Care	Office: (406) 585-5379

Recommended Professional house cleaners:

Usually require a minimum of two weeks notice

Polished to Perfection	(406) 209-1311
Extraordinary Cleaning	(406) 587-0458
Clean Impressions	(406) 595-5369
Amber Sky Cleaning	(406) 224-7627
Clean Queen	(406) 581-8031
Crawford's Cleaning	(406) 451-1660