

RESIDENT CLEANING CHECKLIST / GUIDELINES

Please help us maximize your security deposit return by thoroughly completing the following items for move-out. Your residence must meet our cleaning standards and be left ready for the next resident.

Schedule carpet cleaning and professional cleaning a minimum of 3 weeks prior to checkout as they book up quickly. (Professional cleaning is optional but recommended to reduce the stress of moving)

Schedule your Checkout Inspection

Please call our office to schedule your checkout date and time with us **at least 2-3 weeks prior to your checkout**. At least one tenant **MUST** be present at the checkout. After your checkout, you will have 24 hrs to correct any cleaning items identified. After 24 hrs, you will **NOT** have an opportunity to re-enter the apartment. Any required cleaning or repair will be deducted from your deposit. You may be charged for the extra day(s) rent while the property is being brought back to rental standards if needed.

Unless a professional cleaning receipt is received a minimum of 1 hour of cleaning time may be charged if additional cleaning is needed. If you use a professional cleaning service, please make sure they guarantee their work and will not charge you if they have to return to complete missed items from the cleaning checklist. We have provided a list of companies below that do guarantee their work.

FINAL MOVE OUT ITEMS

1. Leave all KEYS, GARAGE OPENERS, PARKING PASS (if applicable) on the kitchen counter. A fee will be charged for any items not returned at check out.
2. Contact the post office and have all mail forwarded.
3. Cancel all utilities effective the last day of your lease or your exit date (Whichever comes later).
4. Please provide Property Partners with your forwarding address by having all residents sign the 30 day notice form.

CLEANING KITCHEN

1. Clean range hood, exhaust fan, and filter. All should be grease-free
2. Oven
 - o Clean oven door, racks, and oven interior. No spilled food, grease, or cleaner residue should remain
 - o Lift up range top to clean under burner top

- REPLACE drip pans under the burners. Most stoves are NON-GE manufacture. Make sure you purchase the correct replacement.
- Remove bottom drawer of the oven to clean the drawer and underneath the stove- Please do not pull out the oven
- Clean cooktop
- 3. Refrigerator / Freezer
 - Empty ice cube trays
 - Crisper drawers and shelves should be clean and free of any debris and fingerprints
 - Clean interior and exterior- be sure it is free of any dust balls on the bottom side
 - Dry inside and out
 - Pull the refrigerator out from the wall to clean the wall, floor, and dust balls from the back side of the refrigerator.
- 4. Dishwasher (if applicable)
 - Remove any food particles from inside and clean the filter. Run a cycle using vinegar.
- 5. Clean all cabinets doors, shelves, drawers, and countertops. Remove all shelf liners that are not permanent
- 6. Clean TOPS of cabinets. Cabinet tops need to be dust and grease-free.
- 7. Clean and polish all chrome, faucets, and light fixtures
- 8. Sweep and scrub flooring and baseboards

CLEANING BATHROOMS

1. Clean tub and shower enclosures thoroughly. They should be free of mold / mildew / soap. Bleach grout & corners. (Vinegar & magic eraser work great on soap scum.)
2. Clean toilets thoroughly, including behind and under the bowl.
3. Clean walls with a 10% bleach solution. Should be free of mold/mildew, and fingerprints
4. Clean mirrors and vanity shelves
5. Clean counter and wipe out drawers thoroughly
6. Clean light fixtures
7. Clean Baseboard moldings and dry thoroughly
8. Sweep and scrub 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. PLEASE DO NOT USE MAGIC ERASER ON WALLS as it can take off the paint.
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. Clean all trim (around doors & floor)
10. Please be sure all light fixtures are working with the same style of 60-watt bulbs.
Bathrooms with globe bulbs as needed. Mixed bulb types or colors are not acceptable.
11. Please replace all smoke detector batteries
12. Sweep and mop front and back entryways
13. Vacuum carpet thoroughly **prior** to carpet cleaning
14. **Carpets must be professionally Steam Cleaned with a truck-mounted extractor. - All of your items MUST be REMOVED and cleaning completed prior to carpets being cleaned. You may be charged for a re-clean if there is traffic on the carpets after the cleaning has been completed. The receipt must be supplied. - Schedule at least 3 weeks prior to moving out.**
15. Wash all baseboards and wall heaters
16. Clean out of all heating vents of debris/change filters
17. Remove all trash from in and around the 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.
18. 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 professionally 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 licensed professional in the area to be repaired **DO NOT attempt to repair any damage without first receiving approval.** More often the repairs will cost you more to correct. **DO NOT PATCH HOLES IN WALLS AND DO NOT SPOT PAINT.** The entire wall may then need to be corrected at your expense.

If additional cleaning is required

If additional cleaning is required, a professional company will be hired to complete the cleaning requirements at your expense.

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-in everyone's name to the address provided on your 30-day notice form. Anyone NOT wishing to be included on the check MUST state that on that form.

Recommended Carpet cleaners-a minimum of 3 weeks notice for scheduling

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

First Class Carpet Care, LLC	Office: (406) 599-0520
Guardian Carpet Care	Office: (406) 539-5491
Professional Carpet Cleaning	Office: (406) 539-9486

Recommended Professional house cleaners. A minimum of three weeks notice for scheduling

Polished to Perfection	(406) 209-1311
Nook and Cranny Cleaning	(406) 582-0467
Personal Touch Cleaning	(406) 599-1268