

WGP Properties

756-6616

Apartment Clean Up Guide

Dear Tenant:

\$ \_\_\_\_\_ pro rata rent due \_\_\_/\_\_\_

**First let me thank you for your patronage during this stay with us.**

As stated in our lease agreement, your deposit is refundable if you will leave the premises in like good condition as found. Ordinary wear, tear, and damages by the elements are expected. The following guide has been developed to help you prepare for your checkout inspection and assure a deposit refund. When you turn IN your keys management will be of the assumption that you have done all the cleaning and are ready for exit inspections to be done, ie we do not call to notify you of any damages assessed to your unit. The damages and charges will be itemized in the report that will be mailed to you with your sec deposit check.

**WGP DOES NO IN-HOUSE CLEANING...**

**IF ANY OF THESE ITEMS ARE NOT COMPLETELY CLEANED WILL HAVE TO CALL IN A CLEANING SERVICE TO DO THEM (\$50-\$85)**

We use and recommend **MARY TURNAGE CLEANING SERVICE**...341-3250... REASONABLE and she does a great job...

**Kitchen**

Oven: Use oven cleaner and steel wool pads

Range top: Use soapy solution, clean burner drip pans, under pans, lift top, front & around knobs>>>> **DONOT USE ABRASIVE PADS ON BLACK BACK SPLASH AREA**

Pull bottom drawer and clean floor under range.

Range hood: Clean with soapy solution. Be sure to wash filter. Do not use strong abrasive cleanser. **REMOVE BOTTOM DRAWER AND CLEAN UNDER IT.**

Refrigerator: Remove all foods & clean with mild soapy solution. Do not use abrasive cleanser. **REMOVE BOTTOM DRAWER AND CLEAN UNDER IT.**

Cabinets: Vacuum or dust. Wipe down outside with clean, damp cloth to remove any grease, etc.

**Clean out all cabinet drawers and shelves....wipe clean**

Counter tops and sinks: Use soft scrub or a bleach and water solution for stains.

Floors: Sweep and mop. Then use Mop and Glow, it does a great job!

**Bathroom**

Tub: Use non-abrasive cleaner or fiberglass cleaner, remove soap scum and clean faucets. Soft Scrub works good!

Toilet: Clean with cleaner, inside and out down to the floor.

Vanity: Clean lavatory, cabinet and interior.

Floor: Same as kitchen.

**Bedroom(s) and living area**

Closets and laundry areas: dust and vacuum well. Clean floor, **baseboards, and** remove all dust and dirt. Vacuum all carpets and remove spots.(\$20)

**Decks/Patios/balcony area & heating unit closet**

**DO NOT** leave trash or unwanted items. Sweep these areas. Clean walls if vinyl.(\$25)

Vacuum louvered door to heating unit closet, if needed. (\$25)

Please make sure all light bulbs are working in your unit....( 1.00- \$4.35 each)

## **Walls, doors and windows**

Remove fingerprints and smudges. **DO NOT** attempt to repair or paint walls. Clean windows. (\$15) **DON'T PUTTY PICTURE HOLES**

**ALL TENANTS ARE TO HAVE CARPETS professionally STEAM CLEANED BEFORE CHECKOUT AS PER LEASE.**

We recommend **AFFORDABLE CLEANING 830-7928** ...they do a good job ...reasonably.

**Please DO NOT** use wet soapy method (rental units)...they will not adequately clean the carpet.

As per lease....if you had a pet ...you must also professionally pet treat your carpet as well as clean it.

If a odors or stains persist after this, future treatment or replacement will be done at your expense.

A written and dated **receipt is required at check out ...**

PLEASE **HAVE ALL DRAWERS AND CABINET DOORS OPEN FOR INSPECTION..**

## **When you have all the items complete, please do the following**

(1) shut off all electrical breakers

(2) leave refrig doors open

(3) bring keys and forwarding address and a current phone number to the office\*\*\*\*.

**\*\*\*\* Your rent continues** until the keys are in our office.

**IF AFTER HOURS...put keys in envelop ..unit # and forwarding address on envelope ..nite drop by door.**

**We will be by your unit and do a final inspection within a day or so...and get your security deposit to you ASAP.**

Again, we wish you the best with your move and thank you for your patronage to WGP Properties.

Re: 5-2015