



## Move Out and Cleaning Instructions

Thank you for leasing from us. In order to facilitate the return of your security deposit, your unit must be cleaned thoroughly and properly. This is mandated by the contract of your lease and is your responsibility, including the cleaning of your carpet.

For your convenience, we have compiled a list of what needs to be done and how best to go about this process. These instructions are meant to be a help to you, so you will have a clear understanding of what our expectations are.

*Please read this document thoroughly and call us with any questions, (319) 331-7487. We do not typically schedule a final inspection with the tenant. However, should you have unusual circumstances that you feel may warrant a walk-through, please give us a call.*

### Carpet cleaning:

As per your lease agreement, if you have carpeting, it must be professionally cleaned. You may choose the company you prefer, we recommend Duraclean (319)337-6381 as they will give our tenants a discounted rate. When you check out at our office after vacating your apartment, you must provide a copy of the carpet cleaning receipt. Failure to clean your carpet or pay your carpet cleaning bill will result in an automatic charge for carpet cleaning in addition to a \$25.00 Administrative Fee. This will be deducted from your security deposit.

### Other Carpet Cleaning Instructions:

- You should schedule carpet cleaning right away as the carpet cleaning company will book up quickly!
- Vacuum the carpet before the company is scheduled to come.
- Your unit should be empty, no personal belongings on the carpeted areas.
- “Rug Doctors” or home carpet cleaners are NOT acceptable substitutes for professional cleaning.

## Room by Room Cleaning

### Suggested Cleaning Products:

*Murphy’s Oil Soap* – for all wood floors and larger wood surfaces

*Lemon Oil* – for stained wood door and window frames, window sills and wood counter tops; use a damp sponge with mild soap for unstained wood frames and counter tops

*Pine Sol* – for painted wood door and window frames and counter tops

*The Work’s Products or 409* – for bathrooms, kitchens & tile and vinyl floors

*Lime Away Stain & Mildew Remover* – for mildew, stains and water residue marks; shower stalls

*Windex* – for all windows and mirrors

*CLR* –for bathrooms and kitchen for rust, lime and calcium deposits

Rust stains can be very difficult to remove, however any acid cleaning product will help. All products are available at Lowes or Menard's.

## **Bedrooms & Living Room**

1. Dust, vacuum and wash all the air/heat vents.
2. Wash off any marks on the walls, wood or tile flooring; dust/wash baseboards.
3. All wood floors must be swept and then damp mopped with Murphy's Oil Soap.
4. Dust and wash the shelves and racks in closets.
5. Wash inside and out of all light fixtures. (Replace light bulbs as needed)

## **Bathrooms**

1. Thoroughly wash the tub/shower, including around the shower head and handles, around the drain, door tracks and both sides of shower door if applicable, shower walls or tiles and remove curtain and hooks if you provided them.
2. Thoroughly clean the toilet, wash inside and out, and top to bottom and clean behind the toilet and around the base well.
3. Clean and wash out the medicine chest, including cleaning the mirror.
4. Thoroughly clean the sink, including cleaning around spout and handles, cleaning out the vanity and wiping down the outside of the vanity. Clean inside and around the drain well.
5. Wash out the inside and out of all cabinets.
6. Wash off any marks on the walls, dust, vacuum and wash baseboards.
7. Thoroughly mop the floor. Be certain to rinse the floor well.

*\*\*There should be NO stains left in the sink, tub or toilet bowl. Be careful not to scratch the surface of ceramic surfaces when cleaning.\*\**

## **Windows**

1. Vacuum out and wash the window tracks.
2. Wipe down the windowsill. Windex the windows with paper towels.
3. Dust, vacuum and clean the mini-blinds.

## **Linen/Coat Closets**

1. Dust and wash racks and shelves in closet.
2. Wash off any marks on the walls; dust and wash baseboards.
3. Sweep out and mop floor. For hardwood floor, do not use ammonia cleaners. Do not wet mop or use excessive water. Do clean sticky spots with a damp towel or sponge.

## **Kitchen**

1. Clean all cabinets and drawers inside and out.
2. Clean dishwasher inside and out. Make sure no grease is left anywhere in the corners.
3. Clean countertops well - removing all stains and residue.
4. Clean stove to include lifting up the stovetop, cleaning the drip pans and underneath the burners. (If drip pans are really bad, new ones should be bought.)
5. Clean oven; use oven cleaner on non-self-cleaning ovens and be sure to wipe out any oven cleaner residue. Self-cleaning ovens should be run through the cleaning cycle and then wiped out. Be sure to remember to clean the oven racks, broiler and drawers under stove unit, if applicable.
6. Clean sink, especially around faucet base, handles, spouts and drain.

7. Sweep and mop the floor, rinse well.
8. Clean the refrigerator thoroughly, inside and out, including all racks and drawers. Replace light bulbs as needed. Do not unplug your refrigerator or turn it off. Refrigerators and freezers should have no smell residue and be absolutely free of all water, stains and debris. Leave behind any ice cube trays that came with the freezer and make certain they are clean.

## **Laundry Room & Storage Units**

1. Make sure all personal belongings have been removed.
2. Throw out any detergent, soap bottles, dryer sheet boxes or other debris (laundry).
3. Sweep and mop floor (storage).

## **Miscellaneous (albeit Important) Reminders**

1. *Call (319) 331-7487 with any outstanding maintenance issues as soon as possible!*
2. You should contact all utility companies (Water, Cable, Electric) and turn off any services that are in your name. Remember that if you vacate the unit before the end of your lease term, the utilities *must* stay in your name until the end of your lease term. You must return your own cable box to Mediacom.
3. Replace burnt out light bulbs in all rooms.
4. Be sure to do a final walk through to be certain all personal items have been removed from drawers, closets, storage units, etc. All personal items must be removed from your unit, storage areas, garage, hallways, mailbox, etc. Do not leave behind any trash, boxes or cleaning supplies.
5. Please return all keys to our main office when you are ready to vacate your apartment. This would include your apartment key, building key, mailbox key and storage unit key, if applicable. You must also return all parking stickers.
6. If additional cleaning is required by us, after your check out, we will charge your security deposit \$37/hour for this service. If any personal belongings are left in the unit after your check out, we will charge your security deposit for the removal and disposal of these items (charges will be determined by number and weight of items).
7. Be certain to leave a forwarding address with the post office so you will receive your mail. Prestige Properties will not be responsible for any mail that is left or arrives in your mailbox after the end of your leasing term.
8. *You must provide us with a forwarding address for the return of your security deposit.* Checks and summaries will be issued within 30 days of the last day of your lease term. The email address to send your other information: is [admin@prestigeprop.com](mailto:admin@prestigeprop.com). Thank you in advance for cooperation.

## **Chargeable Items (other items will be charged if applicable)**

Carpet Cleaning: Total cost from third-party vendor plus \$25.00 administration fee.

General Cleaning: \$37.00 per hour for general cleaning.

Labor Cost: Remove personal belongs after move out \$65 per hour plus cost of dump fees.

Additional Trip for Move-out Inspection: If caused by tenant(s), one additional trip is \$35.00.

General Maintenance: \$60.00 per hour for locksmiths, painters, plumbers, carpenters, electricians and general contractors, etc.