



BOULDER FINANCIAL REALTY, INC.

CLEANING INSTRUCTIONS

Date : _____

Address : _____ Apt.# _____

It is our wish to refund your entire security deposit. In order for us to do so, we need your full cooperation in leaving the property in clean condition and good repair so that another person could move in the next day after you move out. If we have to spend time and money cleaning and repairing the property, you will be charged.

In order to clarify our expectations and to aid you in getting the maximum refund, we ask that you read and follow these move-out instructions. Do NOT do a rush job. Allow yourself ample time to do a thorough job. We suggest spreading out the work during your last 30 days instead of trying to do everything on move-out day.

General Cleaning:

- ___ 1) Vacuum all carpets thoroughly.
- ___ 2) Clean all light fixtures inside and out, clean ceiling fans, window sills, baseboards, closets shelves.
- ___ 3) Wash windows and mirrors with window cleaner and leave them free of streaks.
- ___ 4) Clean all tracks for sliding windows and doors.
- ___ 5) Clean dirt and smudges from all walls, doors, wall switches.
- ___ 6) Remove all nails and tacks from walls. Do not patch holes or do any painting or paint touch-up.
- ___ 7) Carefully remove all decals, stickers and tape from all surfaces without causing damage.
- ___ 8) Sweep and clean garage, storage areas, porch, steps, patio as needed.
- ___ 9) Replace all missing and burned out light bulbs.
- ___ 10) Mop and clean all tile and vinyl floors with a floor cleaner.
- ___ 11) Remove all coat hangers from closets.
- ___ 12) Remove all personal property, clothes, furniture, and trash.
- ___ 13) Clean all drape rods and doors.
- ___ 14) Dust or wash blinds.
- ___ 15) Clean air conditioner and filter if needed. Clean heat registers.



Bathrooms:

- ___ 1) Clean tiles with Cleaner. Remove soap and mineral stains. Clean grout and remove any mildew.
- ___ 2) Clean tub (with Softscrub if fiberglass) and sink. Rinse well. Clean faucets, handles and chrome.
- ___ 3) Clean toilet bowl with bowl cleaner. Clean toilet tank, seat and outside of bowl with disinfectant cleaner.
- ___ 4) Clean out medicine cabinet. Clean cabinet inside and out.
- ___ 5) Clean chrome fixtures such as towel rack, toilet paper holder, wash cloth holder.
- ___ 6) Clean bathroom fan.
- ___ 7) Clean bathroom floor thoroughly.

Kitchen:

- ___ 1) Clean out all kitchen cupboards, cabinets, and drawers.
- ___ 2) Remove all crumbs, dust and dirt with a sponge or damp rag.
- ___ 3) Defrost the refrigerator and monitor while doing so to insure no water spills on the floor.
- ___ 4) Do not use a sharp instrument to remove frost or ice.
- ___ 5) Clean refrigerator inside and out including drawers, shelves, crisper, gaskets, under crisper and freezer.
- ___ 6) Do not turn off the refrigerator. Place a box of baking soda inside to absorb odors.
- ___ 7) Pull out refrigerator carefully (get help if needed) and clean top, front and sides and floor underneath.
- ___ 8) Clean entire stove top surface and control panel and lift stove top to clean under burners.
- ___ 9) Clean oven, racks, broiler pan and stove drip pans with oven cleaner. **Don't let oven cleaner drip onto the floor.**
- ___ 10) Do not cover drip pans in foil as this can result in shorting out elements causing permanent damage.
- ___ 11) If you have a self cleaning oven, remove the racks **before** using the self cleaning function.
- ___ 12) Pull out stove drawer and clean the drawer and underneath.
- ___ 13) Clean dirt and grease off stove hood and exhaust fan.
- ___ 14) Run dishwasher to clean inside. Clean outside surfaces and control panel. Clean around inside edges of dishwasher.
- ___ 15) Clean sink, faucets, and under sink cabinet. Rinse well.
- ___ 16) Clean countertops and outside of cabinet doors.
- ___ 17) Clean kitchen floor thoroughly.

Just as a reminder, the drapes MUST be professionally dry cleaned and the carpet MUST be professionally steamed cleaned.

If you have any questions, feel free to call us at **303/442-2626**.