



Chapman Properties
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FULL SERVICE
PROPERTY MANAGEMENT
SINCE 1985

CLEANING & VACATING INSTRUCTIONS

Be sure you give proper notice! You will need to submit your intent to vacate in writing 30 days prior to wanting to move. A "Notice to Vacate" form is available at our office or on our website by visiting www.chapmanproperties.net

It is your responsibility return all keys and garage remotes by the last day of your 30 day notice. Once you are done cleaning, have removed all personal belongings from the property, and turned in the keys to the office. **Rent will continue to be charged until all keys and remotes are returned TO THE OFFICE regardless of your stated move-out date.** Keys can be dropped off in the drop box located outside of the office building, to the left of the main door entrance; place in envelope and properly label with address.

PLEASE DO NOT HAVE UTILITIES TURNED OFF TRANSFER THEM BACK TO CHAPMAN PROPERTIES!

Please provide your forwarding address so your deposit refund statement can be mailed to you. Your refund statement will be mailed to you at the address provided within 30 days following the return of your keys and garage remotes and vacating the property, in accordance with Idaho Landlord/Tenant Laws.

General Cleaning Checklist

- Walls should be washed – marks, scuffs, grease and grime removed.
- Remove all cob webs from walls & ceilings.
- Wall and/or ceiling vents and registers should be **removed, vacuumed out** washed
- Clean **light and electrical** switch plates.
- Fireplaces(s) should be cleaned of all debris.
- Light bulbs should be replaced as necessary.
- Light fixture globes and covers should be washed and put back in.
- Blinds (**both sides**) and/or window coverings cleaned.
- Window and sliding glass door tracks must be vacuumed and wiped clean**
- Carpet must be well vacuumed **and edged** in preparation for shampooing. If your agreement states that you are responsible to clean your carpets, cleaning must be "*professionally shampooed*" – a receipt must be submitted to the office or you will be charged.
- All floors must be swept and mopped.
- HVAC filter(s) replaced and smoke detector batteries replaced.
- All Doors (including closet doors) must be wiped down and clean**
- All closets (included coat and linen) must be vacuumed and shelves washed**
- All handrails and knobs must be cleaned and polished**
- All baseboards must be wiped clean**

Yard

- Must be mowed, all bed weeded, well groomed and watered.
- If you had pets on the property, all waste must be cleaned up.
- Trash in cans and placed out for pickup.

Garage

- Remove all personal items and garbage.
- Sweep floor and wipe shelving off.

Kitchen

- Refrigerator should be defrosted, if required – cleaned and left on a low setting. **DO NOT UNPLUG! Cleaning the refrigerator and freezer includes removing all drawers and shelves for cleaning and wiping down the inside AND outside. Remember the top, behind and underneath the fridge.**
- Range should be completely cleaned – including **drawer** and broiler pan. **Remember to clean behind and under the oven. The sides of this appliance must also be clean thoroughly.** Remove drip pans and clean underneath surfaces. Drip pans are required to be replaced and will be charged to you if not replaced. **Remove knobs from the oven and wash them.**
- Exhaust fans and overhead light should be free from grease and dirt, including screen.
- Dishwasher interior should be wiped out including around the inside of the door.
- Microwaves should be wiped out and cleaned.
- Garbage disposal should have ice ran through it to clean blades and deodorize.
- Kitchen floor cleaned and mopped. **Remember to clean the hard to reach places along the floor boards.**
- Cabinets and drawer fronts cleaned. Interior of drawers and cabinets wiped out and cleaned.
- **The tops of your cabinets must also be cleaned**
- **Pantry should be dusted and shelves scrubbed. Remember the floor and baseboards inside the pantry**

Bathrooms

- Tub, shower, basin and toilet should be cleaned and sanitized.
- Tile washed and grout cleaned.
- Glass doors cleaned and soap scum removed.
- Exhaust fans taken down and cleaned.
- Vanity and cabinets cleaned.
- Bathroom floors mopped and cleaned.
- Faucets and fixtures polished.

Misc. Items

**Plant Shelves
Laundry room**

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CALL CHAPMAN PROPERTIES AT 336-5111