



Move-Out Cleaning Procedures

We understand that moving is stressful. While very detailed, this form is meant as a guide to help remove the stresses and “unknowns” in regards to move out standards.

The general rule of thumb when returning a home is to leave the unit in a manner that you would be comfortable moving in, minus carpet cleaning and minor paint touch-up. This includes removal of pet, cooking or other lingering odors after move-out. Please be reminded that actual carpet cleaning fees are assessed to the resident upon move-out, as noted in your lease agreement. While very thorough, this cleaning list is intended to be used as a guide, not ALL items may be applicable to your rental home, NOR may it be inclusive of ALL items that may need cleaning or care.

REMOVE ALL MISCELLANEOUS ITEMS AND TRASH from the unit in its entirety, including ANY items that you installed during your residency. Unless approved by the property manager in writing, if an item was not on the premises when you moved in, it should be removed prior to turning over keys to the unit. This includes any items with adhesive, in addition to paper towel holders, hooks, shelves, liners, mirrors or other “improvements”. Don't forget the exterior of your property as well, including patio furniture, front and back door mats, hanging decor and miscellaneous trash items.

KITCHEN:

- Clean refrigerator thoroughly inside and out, clean grooves of the seals, checking underneath and from all angles
- Turn refrigerator to low setting, but leave on to prevent mildew
- Clean stove, oven racks and stove hood, replace filter
- Clean microwave interior and exterior with NON-ABRASIVE cleaner
- Clean dishwasher interior and exterior, and clean the door seal
- Replace stove burner drip pans (if applicable) or clean flat top stove with appropriate cleaner, cleaning any “burnt on” food.
- Remove all soot and grease from the oven interior, removing excess oven cleaner with glass cleaner or vinegar and water
- Clean sink, polish faucets and clean countertops, backsplashes, outlet covers and switchplates
- Clean cabinet and drawer interiors, removing crumbs, dirt and other marks
- Clean and wipe down cabinet exterior drawers, doors and cabinet handles, removing grease, soil and fingerprints
- Sweep and mop floor thoroughly, no spots or marks should remain
- Replace bulbs as needed with MATCHING type and wattage



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BATHROOMS:

- Clean and sanitize toilet thoroughly inside and out (be sure to clean tank, underneath the rim and the base)
- Clean and sanitize bathtub, shower stall & polish faucets
- Clean and wipe down all cabinet doors and handles
- Remove all shelf liners in their entirety, and clean all cabinet interiors and drawers
- Clean light fixture covers and exhaust fan vent
- Clean sink, polish faucets and clean countertop
- Clean mirrors, and medicine cabinets, inside and out, leaving no cleaning residue behind
- Ensure toilet paper holders and towel racks are undamaged and installed securely
- Sweep and mop floor thoroughly, no spots or marks should remain
- Replace bulbs as needed with **MATCHING** type and wattage

LAUNDRY ROOM:

- Clean washing machine inside and out
- Clean dryer inside and out, including a thorough cleaning of the lint filter
- Check behind washer/dryer for personal items and dirt and lint
- Remove all shelf liners in their entirety, and clean all cabinet interiors and drawers
- Sweep and mop floor thoroughly, no spots or marks should remain
- Replace bulbs as needed with **MATCHING** type and wattage

GENERAL CLEANING THROUGHOUT/OTHER:

- Vacuum entire unit thoroughly including along the edge of the baseboards
 - CARPET CLEANING: Do NOT have your carpets cleaned at move-out.** As listed in your lease agreement, Specialized Realty Services reserves the right to have the carpets professionally cleaned with the cleaning cost to be deducted from your deposit. Additional charges may be assessed if carpet needs additional treatment or replacement due to excessive staining, pet urine or lack of care (i.e., "compacted" due to not vacuuming regularly). Any carpet spots or stains should be assessed by a professional carpet cleaner prior to cleaning attempts. ALL units with pets will undergo a 3rd party pet inspection for pet urine/stains, fleas or other pet damage
 - Remove fingerprints and scuffs, from doors, walls and baseboards, switchplates and outlet covers (Mr.Clean Magic Erasers work well for this.)
 - Dust and clean all blinds, window coverings and window sills, removing smudges and fingerprints as well
 - Clean all windows, patio doors **and** window/door tracks
- (continued on following page)



GENERAL CLEANING THROUGHOUT/OTHER:

- Remove bugs from **all light fixtures** and ensure **ALL bulbs and batteries within fixtures are matching and operational** (Replacement fees will apply for non-standard bulbs or non-working/missing bulbs.)
- Remove all cobwebs from walls and ceilings
- Clean/dust **all vent covers** throughout unit, including HVAC vents, heater vents, bath exhaust vents and ceiling fans (if applicable)
- Replace HVAC filters, including attic or garage unit (if applicable)
- Replace any cracked or missing outlet covers or switchplates with matching style/type
- Replace any missing or damaged (bent) doorstops with matching style/type, ensuring they are intact, with rubber tips
- Sweep and mop floors thoroughly, no spots should remain

Test all smoke and carbon monoxide detectors and REPLACE batteries. A NON-NEGOTIABLE \$250 FINE will be assessed for EACH detector that has no batteries, non-working batteries, or detectors that have been removed or otherwise tampered with.

HOLES IN WALLS: DO NOT PATCH holes in the walls. It is more cost effective to have our maintenance technician patch holes and deduct appropriately your deposit, then repair patches completed incorrectly by the resident.

PAINTING: If you have chosen to paint your home without written authorization from Specialized Realty Services, LLC, you will be held responsible to return the home to its original color. It is the responsibility of the resident to match the color, texture and sheen to match AND blend with any existing original paint. Any "overpaint" on ceiling lines, cabinetry, trim or any other necessary repairs to blend or match the original paint are the responsibility of the resident and CAN BE EXTREMELY EXPENSIVE. As a result, the resident will be held responsible all labor and materials for correction, **in addition to a daily charge** for any delay in preparing the property for re-occupancy. We strongly advise you to hire a professional painter to correct any paint deficiencies prior to turning over keys.

GARAGE:

- Remove all trash and personal items not pertaining to the home
- Clean any oil stains from floor using an appropriate cleaner
- Remove fingerprints and scuffs, from doors, walls and baseboards
- Sweep floor and remove any cobwebs on walls and ceilings
- Replace garage door keypad batteries if necessary
- Replace garage light bulbs if necessary



YARD/EXTERIOR:

- Clean and sweep front door area, removing dirt and cobwebs
- Clean and sweep porches, balconies and decks, removing dirt and cobwebs
- The property landscaping should be weeded, trimmed and/or mowed, properly irrigated, and all miscellaneous personal items and debris should be removed from the property

GARBAGE: ALL TRASH ITEMS MUST BE REMOVED FROM THE PREMISES by the time keys are returned. A fee will be assessed for garbage and/or furniture items dumped outside the trash receptacle. If you have oversized non-standard items for trash (lamps, tires, barbecues, old electronics or furniture items, etc.) you MUST make arrangements to haul these items away, they may NOT be dumped in the trash receptacle area. For large, bulky items, you may call 1.800.808.5981 to schedule a pickup. We STRONGLY recommend you schedule this service well in advance. For alternative disposal options, please visit www.oregonmetro.gov/findarecycler.

If you should prefer to have the interior of your home professionally cleaned prior to turning over keys, here are a couple of vendors we recommend:

Advanced Housekeeping Services

AdvancedHousekeeping.com
503.270.9464

Diamond Brite House Cleaning

<http://www.diamondbritehousecleaning.com/503.270.9464>
503.684.5965 or 503.313.8531

Please be aware it is best to ensure the home is COMPLETELY vacant prior to scheduling professional services.

If you should choose to clean your home on your own prior to vacating, please see below for some links to help you with the fun stuff:

<http://www.onegoodthingbyjilllee.com/2012/07/do-you-believe-in-magic-erasers.html>

<http://www.onegoodthingbyjilllee.com/2014/11/cleaning-kitchen-oil-splatters-fight-oil-oil.html>

<http://www.onegoodthingbyjilllee.com/2013/03/2-ingredient-homemade-kitchen-cabinet-gunk-remover.html>



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<http://www.onegoodthingbyjilllee.com/2012/06/how-to-clean-and-shine-your-microwave.html>

<http://www.onegoodthingbyjilllee.com/2012/02/how-to-clean-your-dishwasher.html>

<http://www.onegoodthingbyjilllee.com/2012/03/easy-homemade-oven-cleaner.html>

<http://www.onegoodthingbyjilllee.com/2012/01/cleaning-those-nasty-stove-burner-pans.html>

<http://www.howtocleanstuff.net/how-to-clean-the-kitchen-floor/>

<http://www.onegoodthingbyjilllee.com/2012/01/getting-ground-in-dirt-out-of-laminate.html>

<http://www.onegoodthingbyjilllee.com/2014/10/clean-window-blinds.html>

<http://www.onegoodthingbyjilllee.com/2011/11/clean-your-ceiling-fan-in-seconds.html>

<http://www.onegoodthingbyjilllee.com/2012/07/how-to-clean-your-bathroom-like-pro.html>

<http://www.onegoodthingbyjilllee.com/2012/06/remove-hard-water-deposits-from-your-bathtub-no-scrubbing-required.html>

<http://www.onegoodthingbyjilllee.com/2012/07/2-simple-glass-cleaners-for-sparkling-windows-and-mirrors.html>

<http://www.onegoodthingbyjilllee.com/2012/04/how-to-clean-your-top-loader-washing.html>

Thank you again for your residency. If you should have any questions prior to move-out, feel free to contact us anytime at admin@specializedrealtydx.com, or call us at 503.533.8022 within our regular office hours of Monday through Friday, 9am to 5pm.

Sincerely,

Jill Wintermantel

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Specialized Realty Services
503.533.8022