

****ATTENTION****

TO ENSURE YOU MAXIMIZE YOUR SECURITY RETURN, PLEASE BEGIN PREPARATION FOR MOVE-OUT CLEANING INSPECTION 2-3 WEEKS IN ADVANCE.

AN AVERAGE 3-4 BEDROOM PROPERTY TAKES APPROXIMATELY 40-60 HOURS TO CLEAN PROPERLY.

BE SURE TO SCHEDULE A FINAL INSPECTION WITH US.

Someone must be present for final inspection.

PLEASE BEGIN EARLY!!!!

MOVE OUT CHECKLIST

*****Schedule a PRE-inspection for 3-5 days prior to checkout*****

You should schedule a pre-inspection walk through with our staff so that we can walk through your unit with you to point out things you may have missed in the cleaning process. (Remember, you are charged \$50/hour for any cleaning we have to do to your unit.) **WE WILL SCHEDULE THE CARPET CLEANING** which you will have paid for from your cleaning fee.

Schedule a FINAL inspection time which will be either 8 AM - Noon, or 1 PM - 5PM. SOMEONE MUST BE PRESENT AT FINAL INSPECTION. If someone cannot be present at the final, please contact our office for further instructions. Your lease ends @ 9 a.m. and you should be ready at that time for checkout unless other arrangements have been made with our office. You will be charged \$300/day for any late checkouts not authorized by us. **KEEP CLEANING SUPPLIES HANDY AT CHECKOUT IN CASE WE FIND SOMETHING THATS NOT CLEAN - you may have the opportunity to clean it and not get charged if it can be done quickly!!**

Clean unit completely (see included cleaning checklist) - Any questions, please ask us! PLEASE NOTE ANY PROBLEMS WITH UNIT (i.e. repairs) by leaving a list on the counter.

Remove all trash and personal belongings from premise (inside and out) and dispose of properly prior to final inspection. Any debris/belongings left behind will be disposed of and charged to you on your itemized list of damages. **** DO NOT LEAVE ITEMS ON THE CURB THAT WILL NOT BE DISPOSED OF BY CITY/TWP OF MARQUETTE****

Have utilities scheduled to be disconnected the day AFTER your vacancy. You will be charged a \$100 fee for any early termination of utilities as they must run THROUGH your final day. (ex - If your lease ends April 30, disconnect is May 1.) No disconnects on weekends - if end on weekend, must disconnect on next business day.

Any existing balance on your utility accounts 25 days after your tenancy ends, will be withheld from your deposit plus a 25% administration fee. (minimum \$35)

Perform all applicable lawn care maintenance according to lease agreement. Visit www.mqtcty.org for the city pickup schedule for yard debris and drop off sites.

Must turn in ALL door keys, mailbox keys, parking tags and garage door openers at checkout. You will be charged a replacement cost per missing item, per your rental agreement.

Forward your mail through the post office to your new address prior to your lease expiration. Do NOT expect next tenants or our office to do this for you. We are NOT responsible for lost mail.

Provide us with a forwarding mailing address so that we know where to mail any remaining security deposit return. **ONLY ONE ADDRESS PER HOUSEHOLD PLEASE**, as we only send ONE CHECK. Security deposit return worksheet and check, if applicable, will be post marked within 30 days of receipt of all the keys/openers. Be sure to return any equipment for cable/internet to your provider, as you will be held responsible.

The following is a checklist of the things that we expect to be completed as you complete the term of your lease and move out of the property. If all of these items are not completed and we have to come in and clean after you leave, you will be charged a cleaning fee of \$50.00/hour for us to do so. Please be aware that the average 3-4 bedroom property will take 40-60 man hours to clean properly, so please plan accordingly. **STARTING THE NIGHT BEFORE YOUR VACANCY WILL NOT BE ENOUGH TIME!** Not cleaning properly will greatly affect your security return!!

SUGGESTED SUPPLIES TO HAVE ON HAND TO PROPERLY CLEAN YOUR PROPERTY:

- *MR. CLEAN MAGIC ERASERS* (Must have for cleaning stoves, showers, sinks, etc)
- Glass cleaner (windex)
- Paper towels (lots!)
- Easy Off oven cleaner
- Wieman's Glass Stove Top Cleaner (if you have glass stove top) and Razor (can be found at Wal-Mart)
- Sponge(s)
- Broom / Dustpan
- Hand Broom
- Mop & bucket
- Murphy Oil Soap or equivalent
- Pine sol or Mr. Clean
- 409 Cleaner/Degreaser or equivalent
- Hardwood floor cleaner-Use BONA from Lowe's/Menards (where applicable) or swifter & pads (if you have laminate floors)
- Clorox Foaming Bleach (cleans tiles, vinyl, showers, tubs, etc)
- Dusting spray
- Rags (lots) - can get rags in a box or bag from Menards
- Vacuum with nozzle attachment - makes your job so much easier!
- NEW STOVE PANS- bring old pans to store with you to make sure you get right ones. You should also have stove brand (e.g., Whirlpool, Hotpoint, GE, etc.) - we will charge a minimum of \$40 to replace these if you do not do it!
- Appropriate style L.E.D. Light Bulbs & Batteries for smoke alarms
- Stool or step ladder
- Garbage bags (city bags if in City of Marquette)
- Toothbrush or small brush to clean tight areas (especially in grout lines, fridge and window sills)

A MAJORITY OF YOUR TIME SPENT CLEANING WILL BE IN THE KITCHEN AND BATHROOMS!

KITCHEN:

*(Yes, you must also clean the **INSIDE/BEHIND/UNDERNEATH** the oven and the refrigerator!)*

- Dust/wipe all window frames, ledges, & door frames, molding, and tops of any furniture/appliances that remains with unit.
- Clean window panes (must also do outsides IF windows are single/double hung or are removable easily) - ask if you are unsure. Don't forget to vacuum out inside of window.
- Wipe/clean all counter tops, outside/inside of refrigerator, stove, dishwasher, etc.
- Wipe spills & crumbs from all cupboard shelves (easiest to vacuum first)
- Wipe/clean all fixtures (inside and out), including:
 - Sink
 - Stove (don't forget to lift up and clean underneath stove top deck) - **pull out stove and clean behind and underneath**. Replace stove drip pans with new ones.
 - CLEAN THE OVEN (Follow the directions on the Easy Off can) Don't forget to clean out the drawer on bottom! Wipe out oven (run self clean, if applicable). If you have a self cleaning oven please follow the instructions below:
 - Remove oven racks
 - Wipe out oven and door with wet sponge or cloth
 - Lock oven door - start self cleaning cycle
 - Once completed - wipe out oven completely again!!!!
 - Microwave (Wipe inside and out) - especially the TOP where its very sticky.
 - Dishwasher (most importantly around inside door)
 - Refrigerator (Wipe outside, scrub fingerprints & stains off door and handles, thoroughly clean all shelves and drawers inside). **Don't forget to pull out fridge, and vacuum vent on bottom under door. DON'T FORGET TO CLEAN THE SEALS ON THE DOORS – TOP, SIDES AND BOTTOM! Do NOT unplug refrigerator.**
- Sweep dust bunnies/spider webs from ceiling and walls
- Remove as many marks as possible from walls & floors — without damaging paint
- Stove pans must be replaced (Menards, Lowe's and Walmart have them) - make sure to have brand/model when buying so they match. We will charge you a minimum of \$40 if we replace them, or if you have purchased the incorrect replacements.

BATHROOM(S):

(The best way to clean a bathroom is to do it right after taking a shower, when everything is steamy. Scrub the shower surround and tub with Mr. Clean Magic Eraser, then spray with shower cleaner. Wipe windows and mirrors with paper towels. Spray counter tops, cupboard doors and toilets with cleaner and wipe with paper towels. Apply toilet bowl cleaner and scrub with toilet brush. Then you're pretty much done except for the floors!)

- Dust/wipe all window frames, ledges, & door frames and molding, and tops of any furniture that remains with unit. Don't forget to vacuum inside of window.
- Clean window panes (inside)
- Dust/Clean all ceiling fan blades/grids and light fixtures, top of fixtures, showers, etc.
- Wipe/clean all counter tops
- Wipe spills & crumbs from all cupboard shelves (probably easiest to vacuum first)
- Wipe/SCRUB/clean all fixtures in all baths, including: toilets, tubs and tub surrounds.
Spraying once with Scrubbing Bubbles won't cut it. We suggest Mr. Clean Magic Eraser for removing soap scum. If you can scrape it off with your finger nail, it's soap scum and must be removed. If you have a tiled shower, a magic eraser or tooth brush is the best way to get rid of dirt in the grout lines. Once you clean soap scum off fixtures in bathtub/shower - then buff with DRY rag/cloth to make it shine!
- Sweep/Mop/vacuum all floors-TWICE, INCLUDING THE EDGES. (Mr. Clean Magic Eraser also works great on bathroom floors for marks and sticky residue!)
- Sweep dust bunnies/spider webs from ceiling and walls
- Remove as many marks as possible from walls & floors
- DON'T FORGET TO VACUUM OUT EXHAUST/HEAT VENTS
- Replace any missing/burnt out bulbs with appropriate L.E.D. bulbs

LIVING AREA(S)/STAIRWAYS/HALLS:

- Dust/wipe all window frames, ledges, door frames, molding, and tops of any furniture that remains with unit. Don't forget to vacuum out window tracks.
- Dust/Clean all ceiling fan blades and light fixtures
- Sweep/Mop/vacuum all floors- TWICE, INCLUDING THE EDGES of floor/wall
- Remove as many marks as possible from walls & floors
- Sweep dust bunnies/spider webs from ceiling and walls
- Clean window panes (must also do outsides IF windows are single/double hung or are removable easily) - ask if you are unsure.
- Replace light bulbs with appropriate L.E.D. bulbs/smoke alarm batteries as needed

BEDROOMS:

- Dust/wipe all window frames, ledges, door frames molding, and tops of any furniture that remains with unit.
- Clean window panes (inside)
- Dust/Vacuum/Clean all ceiling fan blades and light fixtures
- Sweep/Mop/vacuum all floors - TWICE, INCLUDING THE EDGES WITH NOZZLE
- Sweep dust bunnies/spider webs from ceiling and walls
- Remove as many marks as possible from walls & floors & trim (most likely have to wash walls/trim with murphy oil soap, taking off any sticky residue)
- Replace light bulbs with appropriate L.E.D.'s and batteries in smoke alarms, as needed

BASEMENT/LAUNDRY AREA(S) - if applicable:

- Sweep dust bunnies/spider webs from ceiling and walls
- Wipe spills & crumbs from all cupboard shelves
- Wipe clean the outside of washer and dryer, and inside of lids and any trays. Clean lint screen and surrounding areas. **Be sure to clean top lip of washing machine drum! We DO check!**
- Sweep/Mop/vacuum all floors, INCLUDING THE EDGES and around dryer/washer/any fixtures
- Remove as many marks as possible from walls & floors
- Remove all detergents, cleaning supplies, etc from laundry area. You will be charged to dispose of any detergents, etc.
- Clean filter (vacuum) or dehumidifier (where applicable) and empty dehumidifier.
- Clean sink and surrounding areas- **please replace lint catcher on washing machine if applicable!**
- Replace light bulbs with appropriate L.E.D.'s and batteries in smoke alarms, as needed

OUTSIDE AREAS - if lease requires:

- Pick up any garbage from surrounding outside areas **ESPECIALLY CIGARETTE BUTTS, DOG TOYS AND PET FECES!!**
- Cut grass and bag leaves/grass clippings (if needed, if your lease requires you to do so)
- Rake lawn and bag (if your lease requires you to do so) - see city website www.mqtcty.org for compost disposal information
- ALL TRASH SHOULD BE COLLECTED IN CITY GARBAGE BAGS AND REMOVED TO CURBSIDE. If we have to bag and remove, you will be charged for it. No un-bagged items may be left curbside unless it is recyclable and in proper containers.

MISC AREAS (Porches, Decks, Garages, Etc.):

- Garage (if applicable) - sweep, and remove all trash and belongings. PLEASE DO NOT LEAVE ANYTHING BEHIND!
- Heating ducts - if you have forced air and have open floor grates, please remove grate and vacuum inside. If you have baseboard or radiator heat - you must vacuum/dust the radiators and/or remove baseboard covers and vacuum inside.
- CARPETS - your carpets will be professionally cleaned per your lease agreement and be billed to you. **PLEASE DO NOT SCHEDULE YOURSELF, WE WILL SCHEDULE ALL CARPET CLEANINGS.** If you have hardwood, please use mop pads and BONA Hardwood Floor cleaner (from Lowe's/Menards).
- BLINDS & WINDOW COVERINGS - all blinds and window coverings that came with property must be cleaned and left in working order otherwise they will be replaced at your cost. If they are your window coverings, you do not need to do this...just simply remove them. **If curtain rods were installed, they must stay.**
- WINDOWS - don't forget to wash ledges, all glass, and INSIDE window sill and tracks - vacuum first, then wipe (this is the easiest method.)
- LIGHT BULBS/BATTERIES/SMOKE DETECTORS/ CARBON MONOXIDE DETECTORS - All burnt out light bulbs must be replaced with proper style L.E.D. bulbs to avoid our having to charge you to replace them ourselves. Batteries are for smoke alarms - all must be operational and in place, otherwise you will be charged. All detectors should be present in house in appropriate locations and in working order. If not, you will be charged for replacement.
- WASHER/DRYER (where applicable)- Both units should be cleaned inside and out. Remove lint trap and clean. Pull away from wall and vacuum/clean. Don't forget the top of the washer drum!
- PAINTING - **DO NOT PAINT, and DO NOT EVER SPACKLE THE WALLS. We will fix the walls.**
- DEHUMIDIFIERS - If your unit has a dehumidifier in it, please empty the water from the bucket and leave it running within the unit.

List of furniture and other items that must remain with the unit:

IF YOU ARE IN THE CITY OF MARQUETTE: Only trash left in closed green city garbage bags and recycling bins will be picked up. All other items left curbside will not be taken by the city and will be required to dispose of elsewhere at your cost. Please call us for other choices if you have items to discard that cannot fit into a garbage bag. The city offers a drop site for some items at various times of the year. Check their website www.mqtcty.org for drop off times available.

IF YOU LIVE OUTSIDE OF THE MARQUETTE CITY LIMITS **OR** HAVE A DUMPSTER ON SITE: Please put all garbage in garbage bags and place in dumpster. **NO FURNITURE OR MATTRESSES MAY BE DISPOSED OF IN DUMPSTER.** You will be fined \$100/item left at the dumpster that is not in a garbage bag or broken down boxes.

Please contact us if you have any questions/concerns regarding this matter. We suggest scheduling a pre-inspection walk through to make sure you get the maximum amount of your money back. This is usually done within 5-7 days of your final checkout. **Please email info@mqtrentals.com to schedule.**

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AVERAGE CLEANING FEE AND SECURITY DEPOSIT DEDUCTION COSTS

Any items requiring specialized ordering will be assessed an additional \$25 fee and will be charged to tenant(s) on a per item basis

KITCHEN COSTS			BATHROOM COSTS		
1	Sink & Counter Top Cleaning	\$30	1	Clean Flooring - sweep/mop/scrub	\$30
2	Clean Cabinets	\$30	2	Clean Shower/Tub	\$100
3	Clean Dishwasher	\$30	3	Remove Decals/Stickers	\$75/item
4	Clean Stove Top	\$60	4	Replace Mirror	Cost + labor
5	Clean Oven	\$100	5	Replace Toilet Seat	\$50
6	Clean Refrigerator	\$100	6	Clean Toilet	\$30
7	Replace Drip Pans	\$40/set -minimum	7	Replace Shower-Head	\$50
8	Clean Floor - sweep/mop/scrub	\$30	8	Toilet Replacement	\$350
9	Other General Cleaning	\$50/hour	9	Towel Bars	\$85/each
PROFESSIONAL CARPET CLEANING (required per rental agreement)			PAINTING		
1	1 Room	\$85	1	Sheetrock Repair	\$50/hr. labor cost + materials
2	2 Rooms	\$150	2	Painting	\$50/hr. labor cost + materials
3	3 Rooms	\$200			
4	Additional Rooms	\$50/additional rm.			
MISCELLANEOUS			APPLIANCES AND FIXTURES REPLACEMENT		
1	Extermination	Professional Cost	REPLACEMENT OF APPLIANCES AND FIXTURES = COST + LABOR		
2	De-flea	Professional Cost	1	Dishwasher	Cost + labor
3	Replace Interior/ Exterior Door	Cost + labor	2	Disposal	Cost + labor
4	Deadbolt Lock	Cost + labor	4	Stove	Cost + labor
5	Door Knob (Exterior/Interior)	Cost + labor	5	Toilet	Cost + labor
7	Light Bulb (flood light = \$7)	\$6/each	8	Refrigerator	Cost + labor
8	Wall Lug/Plate	\$6/each	9	Sink	Cost + labor
9	Outside Light Globe/Cover	Cost + labor	10	Bathtub	Cost + labor
10	Window and Door Screen	Cost + labor	11	Vent Hood	Cost + labor
11	Doorstop	\$15	13	Blinds	Cost + labor
12	Unreturned Unit Key (per lease)	\$25/each key	14	Electric Range Coil/ Heating Element	Cost + labor
13	Unreturned Mailbox Key	\$45/each	16	Dehumidifier	\$350
15	Replace Smoke Alarm/ CO2 Det.	\$50			
16	Smoke Alarm Battery	\$6/each			
17	Grass for Yard	Cost per pallet			
18	Deodorize (pets, smoking)	Cost + labor			
19	Ceiling Fans	\$250			
20	Furniture removal/ curb side items	\$100/item			
21	Trash Removal	Cost + labor			
THESE PRICES ARE APPROXIMATIONS BASED ON INDIVIDUAL UNIT REQUIREMENTS AND ARE SUBJECT TO CHANGE					