

INSPECTION INSTRUCTIONS

YOUR PRE-INSPECTION IS SCHEDULED FOR ONE DAY PRIOR TO YOUR MOVE OUT DATE ON _____ at _____. SOMEONE MUST BE PRESENT AT BOTH THE PRE-INSPECTION and FINAL INSPECTION. WE RECOMMEND AS MANY TENANTS PRESENT AT INSPECTION AS POSSIBLE. All times are approximate. We may arrive early/late for your inspection. Delays can occur which may set your inspection time back. **IF YOU WOULD LIKE TO MOVE OUT EARLY, please notify us via email at info@MQTrentals.com.**

During your pre-inspection we will be checking **ALL** items listed on the **Move Out/Cleaning Checklist** (available on our website under resources). Anything that is not clean at that time will be noted. You will have until your final inspection to clean the items on the list. Anything that is not clean at your final inspection will be cleaned by a cleaning company hired by SRPM and will be charged against your cleaning fee at current rate of **\$60 per hour**.

The pre-inspection is to help you maximize your security return. Please follow the instructions below:

- **PRINT THE MOVE OUT/CLEANING CHECKLIST** (available on our website under resources). Check off items on the list as you clean them and then leave the list on the counter for inspector.
- Before pre-inspection you should have completed a minimum of 95% of all cleaning. Kitchens, appliances and bathrooms will take the most time, start there first.
- Pre-inspections will take approximately 1-2 hours, depending on the size of your property.
- As many tenants as possible should be present during the pre-inspection and final inspection.
- Be prepared to take notes.
- Replace all burned out bulbs with applicable LED bulbs (*only use LED*).
- All smoke alarms must be up and operational. Change batteries where needed.
- If lawn care is not included in your rent, you must cut grass, rake lawn, bag leaves, etc. See www.mqtcty.org for instruction on how to dispose of.
- Furniture and other non bagged trash cannot be left curbside. See www.mqtcty.org for instructions on how to dispose of household rubbish.
- Do **NOT** shampoo carpets, we will take care of it.
- **Utilities cannot be turned off until the day AFTER your lease ends.** For example, if your lease ends on April 30, schedule your utilities to be shut off on May 1, or the next available business day, if it's a weekend. **DO NOT TURN OFF UTILITIES PRIOR TO YOUR LEASE END DATE OR YOU WILL BE CHARGED A MINIMUM OF \$100 PLUS COST OF UTILITY.**
- The agent who performs your pre-inspection will schedule your final inspection at the pre-inspection.

****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 INCLUDING OUTSIDE LAWN MAINTENANCE.

Someone must be present for all inspections.

PLEASE BEGIN EARLY!!!!

MOVE OUT CHECKLIST

- ***Schedule a PRE-inspection time for one day prior to your final inspection*****
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 a \$60/hour fee for any cleaning we have to do to your unit.) **WE WILL SCHEDULE THE CARPET CLEANING** which will be paid for from your cleaning fee you've already paid.
- Schedule a FINAL inspection time which will be either 8 AM - 1 PM, or 1 PM - 6PM. SOMEONE MUST BE PRESENT AT ALL INSPECTIONS.** 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.
- 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 premises (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 lease ends.** 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, dumpster keys, parking tags and garage door openers at final inspection. 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.

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)

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 cleaning is still necessary after you leave, you will be charged a cleaning fee of \$60.00/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!!

COMMON CLEANING REMINDERS APPLICABLE TO EVERY ROOM:

- Dust/wipe all window frames, ledges, door frames, baseboards/trim, and tops of any furniture/appliances that remains with unit and any additional surfaces.
- Clean windows (must also do outsides IF windows are single/double hung, are on first floor or on deck) - ask if you are unsure. Vacuum/Wipe out all window tracks.
- Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop floors twice including vacuuming edges.
- Wipe down walls, doors and switches/outlet covers and handles. Remove as many marks as possible from walls & floors — without damaging paint.
- Dust/Clean all ceiling fan blades/grids and light fixtures, top of fixtures, heat/fan vents, etc.
- Replace any missing/burned out bulbs with appropriate L.E.D. bulbs.
- Replace any smoke alarm batteries/smoke alarms as needed.
- Remove all personal belongings, garbage, etc and dispose of.
- PAINTING - DO NOT PAINT, and DO NOT EVER SPACKLE THE WALLS. We will fix the walls.**
- BLINDS & WINDOW COVERINGS** - all blinds and window coverings **MUST BE REPLACED WITH MATCHING STYLE** that came with property. If you can clean the blinds/window coverings they are in working order and **APPROVED BY THE OWNER/AGENT**, the owner/agent may allow them to not be replaced. 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.**
- 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 will be charged against the cleaning fee paid. **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).

KITCHEN AND BATHROOMS WILL TAKE MOST OF YOUR TIME!

KITCHEN:

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

- Wipe/clean all counter tops.
- Clean cabinets inside and out including the tops.** Wipe all shelves and drawers (easiest to vacuum first).
- Wipe/clean all fixtures (inside and out), including:
 - Sink (including mat under sink where applicable)
 - Stove (don't forget to lift up and clean underneath stove top deck) - **pull out stove and clean behind and underneath. LEAVE STOVE PULLED OUT FOR INSPECTION.** 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!!!!
 - Range Hood
 - 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.**
- 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.
- Dust/wipe all window frames, ledges, door frames, baseboards/trim, and tops of any furniture/appliances that remains with unit and any additional surfaces.
- Clean windows (must also do outsides IF windows are single/double hung, are on first floor or on deck) - ask if you are unsure. Vacuum/Wipe out all window tracks.
- Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop floors twice including vacuuming edges.
- Wipe down walls, doors and switches/outlet covers and handles. Remove as many marks as possible from walls & floors — without damaging paint.
- Dust/Clean all ceiling fan blades/grids and light fixtures, top of fixtures, heat/fan vents, etc.

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!)

- Wipe/clean all counter tops and sink. Clean vanity mirror/medicine cabinet.
- Clean cabinets inside and out including the tops.** Wipe all shelves and drawers (easiest to vacuum first).
- Clean mat under sink (if applicable)
- 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!
- DON'T FORGET TO VACUUM OUT EXHAUST/HEAT VENTS**
- Dust/wipe all window frames, ledges, door frames, baseboards/trim, and tops of any furniture/appliances that remains with unit and any additional surfaces.
- Clean windows (must also do outsides IF windows are single/double hung, are on first floor or on deck) - ask if you are unsure. Vacuum/Wipe out all window tracks.
- Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop floors twice including vacuuming edges.
- Wipe down walls, doors and switches/outlet covers and handles. Remove as many marks as possible from walls & floors — without damaging paint.
- Dust/Clean all ceiling fan blades/grids and light fixtures, top of fixtures, heat/fan vents, etc.

BEDROOMS / LIVING ROOM

- Dust/wipe all window frames, ledges, door frames, baseboards/trim.
- Wipe all shelves and any furniture, inside and out (including top), that remains with unit. Wipe any additional surfaces.
- Clean windows (must also do outsides IF windows are single/double hung, are on first floor or on deck) - ask if you are unsure. Vacuum/Wipe out all window tracks.

- Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop/Vacuum floors twice including vacuuming edges.
- Wipe down walls, doors and switches/outlet covers and handles. Remove as many marks as possible from walls & floors — without damaging paint.
- Dust/Clean all ceiling fan blades/grids and light fixtures, top of fixtures, heat/fan vents, etc.

BASEMENT/LAUNDRY AREA - if applicable:

- Wipe clean the outside of washer and dryer, and inside of lids and any trays. Clean lint screen and surrounding areas. Pull out washer/dryer to sweep/mop underneath. **Be sure to clean top lip of washing machine drum! We DO check!**
- Remove all detergents, cleaning supplies, etc from laundry area. You will be charged to dispose of any detergents, etc.
- Clean sink, and surrounding areas- **please replace lint catcher on washing machine discharge hose if applicable!**
- Wipe/clean all counter tops. Wipe all shelves and drawers (easiest to vacuum first) and **clean on top/outside of cabinets/cupboards.**
- Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop/Vacuum floors twice including vacuuming edges.

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

- Basement - Sweep dust bunnies/spider webs from ceiling, walls, floors. Sweep/Mop floors.
- Garage (if applicable) - sweep, and remove all trash and belongings. PLEASE DO NOT LEAVE ANYTHING BEHIND!
- Sweep all porches and decks.
- DEHUMIDIFIERS - If your unit has a dehumidifier in it, please empty the water from the bucket and leave it running within the unit. Wipe down the outside and vacuum the filter on the back.
- Replace Furnace Filter (where applicable) - ask if you are unsure if you need one!

Move Out Cleaning Checklist

	Cleaned By Tenant	Checked By SRPM	Cleaned By SRPM
Kitchen/Dining Room Refrigerator Stove/Oven/Drawer Hood/Microwave Dishwasher Countertops /Sink Cabinets (Inside, Out, Above) Windows Walls Doors Light Fixtures Flooring Baseboards/Trim Outlet/Switch Covers			
Living Room Windows Walls Doors Light Fixtures Flooring Baseboards/Trim Outlet/Switch Covers			
Bathroom #1 Sink/Vanity/Mirror Shower/Tub Toilet Windows Walls Doors Light Fixtures/Fan Flooring Baseboards/Trim Outlet/Switch Covers			
Bathroom #2 Sink/Vanity/Mirror Shower/Tub Toilet Windows Walls Doors Light Fixtures/Fan Flooring Baseboards/Trim Outlet/Switch Covers			
Bedroom #1 Windows Walls Doors Light Fixtures			

	Cleaned By Tenant	Checked By SRPM	Cleaned By SRPM
Flooring Baseboards/Trim Outlet/Switch Covers Closet			
Bedroom #2 Windows Walls Doors Light Fixtures Flooring Baseboards/Trim Outlet/Switch Covers Closet			
Bedroom #3 Windows Walls Doors Light Fixtures Flooring Baseboards/Trim Outlet/Switch Covers Closet			
Bedroom #4 Windows Walls Doors Light Fixtures Flooring Baseboards/Trim Outlet/Switch Covers Closet			
Other Washer/Dryer All Windows All Walls All Doors All Light Fixtures All Flooring All Baseboards/Trim All Outlet/Switch Covers Dehumidifier Basement Garage Porch/Deck Lawn			

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

SRPM Signature: _____ Date: _____

AVERAGE CLEANING FEE AND SECURITY DEPOSIT DEDUCTION COSTS (version 2018-19)

Any items requiring specialized ordering will be assessed an additional \$25 fee and will be charged to tenant(s) on a per item basis			
CLEANING COSTS		BATHROOM COSTS	
General Cleaning \$60/hour (1hour min)		Replace Toilet Seat	Cost + labor
		Replace Shower-Head	Cost + labor
		Toilet Replacement	Cost + labor
		Towel Bars	Cost + labor
PROFESSIONAL CARPET CLEANING (required per rental agreement)		PAINTING/Wall Repair	
1 Room	\$85	Sheetrock Repair	Cost + labor
2 Rooms	\$150	Painting	Cost + labor
3 Rooms	\$200		
Additional Rooms	\$50/additional rm.		
MISCELLANEOUS		APPLIANCES AND FIXTURES REPLACEMENT	
Extermination		REPLACEMENT OF APPLIANCES AND FIXTURES = COST + LABOR	
De-flea	Cost + labor	Dishwasher	Cost + labor
Replace Interior/ Exterior Door	Cost + labor	Disposal	Cost + labor
Stove Pans Replaced	Cost + Labor (\$40/min)	Stove	Cost + labor
Deadbolt Lock	Cost + labor	Toilet	Cost + labor
Door Knob (Exterior/Interior)	Cost + labor	Refrigerator	Cost + labor
Light Bulb (special bulbs may be extra)	\$10/each	Sink	Cost + labor
Wall Lug/Plate	\$10/each	Bathtub	Cost + labor
Outside Light Globe/Cover	Cost + labor	Vent Hood	Cost + labor
Window and Door Screen	Cost + labor	Blinds	Cost + labor
Doorstop	\$15	Electric Range Coil/ Heating Element	Cost + labor
Unreturned Unit Key (per lease)	\$50 each key	Dehumidifier	Cost + labor
Unreturned Mailbox Key	\$50 each		
Unreturned Parking Pass	\$100 each		
Replace Smoke Alarm/ CO2 Det.	\$50		
Smoke Alarm Battery	\$10/each		
Grass for Yard	Cost per pallet + labor		
Deodorize (pets, smoking)	Cost + labor		
Ceiling Fans	Cost + labor		
Furniture removal/ curb side items	\$100/item+dump fee		
Trash Removal	Cost + labor		

THESE PRICES ARE APPROXIMATIONS BASED ON INDIVIDUAL UNIT REQUIREMENTS AND ARE SUBJECT TO CHANGE