

****ATTENTION****

TO ENSURE YOU MAXIMIZE YOUR SECURITY RETURN, PLEASE BEGIN PREPARATION FOR MOVE-OUT CLEANING INSPECTION 3-4 WEEKS IN ADVANCE.

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

PLEASE BEGIN EARLY!!!!

MOVE OUT CHECKLIST

*****REVIEW THE ENTIRE MOVE OUT CLEANING CHECKLIST PROVIDED**

The checklist will highlight some of the areas to help you get back as much of your deposit as possible. (Remember, you are charged a \$75/hour fee for any cleaning we have to do to your unit.) **WE WILL SCHEDULE THE CARPET CLEANING** which will be deducted from your return.

- Due to social distancing guide lines, we will not be conducting pre-inspection walk-throughs. Tenants will not be able to be present inside at the final move-out. FOR THIS REASON, WE RECOMMEND YOU FOLLOWING THE CLEANING CHECKLIST and VIDEOS TO MAXIMIZE YOUR RETURN.** Your lease ends @ 9 a.m. and you should be completed with your cleaning and vacated by that time unless other arrangements have been made with our office. You will be charged \$300/day for hold overs with no proration given.

- Clean unit completely (see included cleaning checklist) - Any questions, please ask us! PLEASE NOTE ANY PROBLEMS WITH UNIT (i.e. repairs) by completing a service request through your TWA online.

- 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 lease ends on weekend, your disconnect must be 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 \$50)

- 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 leave ALL door keys, mailbox keys, dumpster keys, parking tags and garage door openers on the kitchen counter by 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 undelivered mail.

- SECURITY RETURN: Security deposit return worksheet will be emailed to you along with any return via an “e-check” within 30 days of receipt of all the keys/garage openers/parking passes. 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:

You cannot clean a property without having the right tools and supplies. While not all items below may pertain to your property, most are needed to do the right job.

- *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 and thermostats and replacement furnace filters (if applicable)
- 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 \$75.00/hour for us to do so. Please be aware that the average 3-4 bedroom property will take 40-60 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 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. You are also required to replace all thermostat batteries. We recommend purchasing and leaving out for inspector to replace.
- 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!

OUTSIDE AREAS - if lease requires:

- Pick up any garbage from surrounding outside areas **ESPECIALLY CIGARETTE BUTTS, AND ANIMAL FECES!!**
- Cut grass and bag leaves/grass clippings (if needed, if your lease requires you to do so)
- Rake lawn, clean flower beds, etc and bag (if your lease requires you to do so) - see city website www.mqtcty.org for compost disposal information. If property is snow covered at time of lease expiration, you will be charged at the rate of \$75/hour to clean the lawn once it becomes uncovered.
- 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.

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 options 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. **FURNITURE OR MATTRESSES MAY NOT 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 be sure to review and complete all items listed on this move-out cleaning guidelines.

Please email info@mqtrentals.com with questions.

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