

CLEANING GUIDELINES

Landmark Real Estate Management
3800 Byron Ave. Suite 112
Bellingham, WA 98229
(360) 738-1022

Dear Tenant(s):

The following is a cleaning guideline outlining our suggestions and/or requirements to be followed when vacating your residence. The guidelines are provided to you as a tool for your benefit. Our goal is to put you in a position to redeem as much of your damage deposit as possible. You have the opportunity to make the Move Out process inexpensive, easy, and orderly. Please utilize these guidelines to increase the level of cleanliness within your rental unit and to afford yourself the opportunity to recoup the maximum amount possible from your damage deposit.

The residence must be completely cleaned of all personal items, personal debris, and cleaning items and restored to the move-in condition (inside and out) prior to check out, less normal wear and tear and any owner/agent approved tenant improvements, before the walk-thru move-out inspection is done.

YOU MUST HAVE ALL ITEMS REMOVED AND THE KEYS RETURNED TO OUR OFFICE BY NOON ON THE LAST DAY OF TENANCY, WHICH IS _____ PER WRITTEN NOTICE RECEIVED OR GIVEN BY OUR OFFICE.

You have the right to be present, but your presence is not required at the move-out inspection, but YOU MUST CALL OUR OFFICE IN ORDER TO SCHEDULE AN APPOINTMENT for a move-out inspection PRIOR TO 5:00 P.M. on _____.

IF YOU DO NOT CALL OUR OFFICE TO SCHEDULE A MOVE-OUT INSPECTION, YOU MUST BRING THE KEYS TO OUR OFFICE NO LATER THAN NOON ON _____. FAILURE TO VACATE BY NOON ON _____, WILL RESULT IN A CHARGE LEVIED FOR AN EXTRA DAY'S RENT.

There will be a \$50.00 charge levied if the premises are not completely ready at the time scheduled by the tenant, or if the keys are not returned to our office by Noon on the last day of tenancy. You could also be charged prorated rent for holding over the premises past the expiration of your Lease Agreement. This fee will be deducted from your Security Deposit. You will be charged to have your carpets professionally cleaned. If you removed any original items, such as curtains or drapes, be sure to put them back up. If you have any questions regarding the cleaning requirements, please contact our office at the phone number above.

BATHROOMS:

1. Clean Tub/Shower/Toilet/Vanity/Sink inside and out. Make sure that walls of shower stall are clean and any mildew in the bathroom is removed.
2. Clean Floor. Sweep, Mop, Wax, or Vacuum as needed.
3. Clean all storage cupboards inside and out and wipe down any mirrored surfaces.
4. Clean the bathroom fan cover.

KITCHEN:

1. Clean Fridge inside and out. Move Fridge and clean behind and under it.
2. Clean Stove Top, Rings, and Pans. Clean Oven and Racks. Clean storage drawer and under stove top, if applicable. Move stove and clean behind and under it. Also, clean the Hood Fan and filter.
3. Clean all cupboards inside and out.
4. Clean all counter tops and sink.
5. Clean Floor: Sweep, Mop, Wax, or Vacuum as needed.
6. Wash walls of any food or grease stains.
7. Clean out Dishwasher.

LIVING AREA:

1. Clean Floors: Sweep, Mop, Wax, or Vacuum as needed.
2. Wash walls as needed.
3. Wash marks from walls, pay special attention to hallways, entries and stairwells.
4. All closets and pantries cleaned.

GENERAL:

1. Wash interior of all windows and exterior of all windows you can reach, including window tracks and sills.
2. Wipe down all outlets, light switches, walls, woodwork, door frames, baseboard heaters, and window sills.
3. Clean all light fixtures and replace all burnt out light bulbs with ones similar to those originally provided.
4. Clean all ashes and debris from wood stoves, inserts or fireplaces.
5. Remove all nails and fill holes caused by nails. Leave any ceiling hooks in place.
6. Remove all belongings, garbage, and unwanted items from the rental unit and all storage areas.
7. Clean all cobwebs from ceilings and walls.
8. Clean all mini-blinds. Dust or wipe down with a damp cloth.
9. Sweep storage areas and porches.
10. If applicable, mow the grass and clear any flower beds of weeds and debris. (HINT: Professional Gardeners are expensive.)
11. Make sure you contact all the utility companies and pay all amounts due through your very last day of tenancy. Turn in all keys and a forwarding address by Noon on the last day of tenancy.

If you have any questions regarding the Cleaning Guidelines, please feel free to contact our office at 360-738-1022 during business hours.

Sincerely,
Landmark Real Estate Management