

## ADDENDUM C

### CLEANING CHECKLIST

The condition of the rental at the time of vacating shall be inspected by the Landlord/Agent, which has the final authority to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement. Any disputes with the refund or security must be made in writing. Telephone calls, other than to set an appointment time, will not be acceptable. Additional tips, tricks, and cleaning lists can be found in the Tenant Handbook provided to you.

Carpets and/or drapes must be professionally cleaned (BY LANDLORD/AGENTS CHOICE OF COMPANY) and proof submitted when keys are turned in. If you have a pet, professional defleaing must also be done with proof submitted. (BUSINESS CARD PROVIDED WHEN NOTICE IS GIVEN). If you have a chimney, a professional cleaning is required too.

<b>1. Refrigerator: NOTE: DO NOT TURN OFF</b>	<b>6. Bedrooms &amp; Den:</b>
Wash inside & outside of refrigerator with warm water.	Clean closet shelves.
Take out vegetable trays/racks, wash, dry, replace.	Wash windows, sills, blinds, and professionally clean drapes.
If needed defrost freezer/wipe out with warm water.	Vacuum and professionally clean carpet.
Move refrigerator out from wall and clean underneath.	Wash all light fixtures and replace burnt out light bulbs.
<b>2. Stove:</b>	<b>7. Bathrooms:</b>
Remove racks/broiler pan, clean, dry well.	Clean bathtub, tile around the tub, sink, and door.
Clean oven: inside, stove top, drip pans, etc.	Clean all light fixtures and replace burnt out light bulbs.
Wash and dry outside of stove.	Clean the inside and outside of toilets.
Do not use foil on drip pans or bottom of stove.	Clean the inside of the medicine cabinets.
If self-cleaning oven: DO NOT use oven cleaner.	Wash mirrors, clean fans.
<b>3. Cabinets &amp; Drawers:</b>	Scrub vinyl floors.
Wash cupboards inside and out.	Wash windows, sills, blinds, and professionally clean drapes.
Wipe out drawers with damp rag.	<b>8. Miscellaneous:</b>
Clean sink and countertops well.	Wash inside and outside of front & back doors.
<b>4. Miscellaneous In &amp; Near Kitchen:</b>	Wash windows, sills, blinds, and professionally clean drapes.
Wash all light fixtures in warm water.	If applicable: proof of professional sweep required.
Replace any burnt out light bulbs.	Notify utility companies.
Clean inside and out of dishwasher.	Remove all debris, rubbish, and garbage from unit.
Clean fans.	Return keys to property management office.
Wash windows, dust windowsills.	Garage door openers can be left inside unit.
Wash kitchen floor, including under all appliances.	Professionally deflea treatment carpet if you have pets.
<b>5. Living Room, Dining Room, Family Room:</b>	Professionally clean chimney if unit includes one.
Wash windows, sills, blinds, and professionally clean drapes.	Give management your forwarding address in <b>WRITING</b> .
Clean light fixtures, replace burnt out light bulbs.	Other: Specify
Professionally clean all carpets.	Other: Specify
	Other: Specify

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