



Check-Out Procedures

Penkert Properties, LTD takes pride in keeping our rental properties in good condition and we appreciate your cooperation in completing the following cleaning checklist upon move-out.

Your apartment should be left in the same condition in which you received it except for normal wear and tear. In order to ensure the full return of your security deposit, all items listed below must be completed in a rent-ready manner. If the apartment is not cleaned, you will be charged a cleaning fee of \$35 per hour. You will be responsible for the actual cost of labor and materials to repair any damage.

Please deliver your keys and garage door opener to your Site Manager. Failure to return your keys will result in being charged the cost of having a locksmith re-key your apartment lock.

Please complete the following list of cleaning items:

Kitchen	Clean stove top, under drip pans and oven interior.
	Remove refrigerator shelves and drawers. Clean all areas inside and out. Clean crisper, freezer, gasket seal and front grill. Replace shelves and drawers.
	Cycle the dishwasher. Clean drain filter, wipe down front and clean dial.
	Wipe out all cupboard shelves and drawers. Wipe down cabinet fronts.
	Wipe down all counter tops with appropriate cleaning solution.
	Clean sink and faucet.
	Sweep and mop floors with appropriate cleaning solution.
Bathroom(s)	Clean ALL soap scum, mildew and mold build-up from bathtub and surround.
	Scrub toilet and remove all build-up from interior and exterior.
	Clean mirrors.
	Wipe down vanity.
	Clean sink and faucet to remove all soap scum, etc.
Windows and Screens	Clean window interior, sills and tracks.
Light Fixtures	Wipe off diffusers and replace any burnt out bulbs.
Ceiling Fans	Clean ceiling fan blades and light cover(s).
Window Blinds	Check for cleanliness, condition and operation.
Closets	Wipe down all shelving and clothes pole.
Heat Registers	Wipe down all registers.
Dusting	Clean all baseboard wood.
Carpeting	Vacuum all carpeting.
Trash	Remove all trash and haul to the dumpster.
Garage	Sweep out garage (if applicable.)