



CROMWELL MANAGEMENT CO., LP
PROPERTY MANAGEMENT • REAL ESTATE SERVICES

Dear Tenant(s):

We acknowledge receipt of your move out notice. We want to provide you with our "Cleaning Guidelines" so you know what we look for when you move out.

- Mow and trim hedges unless we provide yard care. Remove all trash and debris.
- Garage. Remove all debris and sweep. Remove excess oil stains.
- Replace light bulbs as needed, clean globes, sweep front and back porch. Wipe down exterior doors.
- Stove. Clean Oven, stove, broiler pan, replace drip pans. Clean residue / grease inside and outside vent hood. Wash aluminum filter.
- Microwave – wipe down inside and outside.
- Dishwasher – Wipe down front and inside. Remove standing water from bottom.
- Refrigerator – clean inside and outside. Remove all food. Clean crisper and under neat it.
- Bathrooms – Clean sink(s), tub, counter tops, cabinets, toilet(s), floor and mirrors completely.
- Carpet / Vinyl floors. Vacuum and mop.
- Baseboards – clean and dust
- Woodwork, cabinets / doors / drawers. Wipe down for fingerprints, food and other stains.
- Blinds / windows : Wipe down window sills and dust all blinds thoroughly.
- Fireplace. Do not leave ashes or wood.
- Ceiling fans and light fixtures. Replace missing bulbs, dust bulbs, ceiling fan blades top and bottom.
- A/C Filter - Replace w/new filter
- Walls. Remove all nails.
- Replace smoke alarms and / or batteries as needed.
- Furniture and appliances that you no longer need or want cannot be taken to the dumpster or left by the curb. The trash service will not pick it up and you will be billed for it.
- Pet and / or cigarette damage / smell will be billed back to tenant.
- **Lock all windows and doors. Turn in your door, storage, mail keys and garage openers to the office. Provide a forwarding address to ensure your security deposit is refunded promptly! (Allow 30 days for process).**

Thank you for residing with The Cromwell Management Co., Best Wishes!