

**VACATING CHECK-LIST**  
**Clean apartment *thoroughly* following this check-list**

**KITCHEN:**

Refrigerator:

- Clean of dirt and food particles and wiped out. This includes doors & gaskets, top, bottom, sides, behind/under refrigerator
- Light bulb is present and working
- After cleaning, leave the refrigerator running with the doors closed
- **Do Not Turn Off the Refrigerator or Unplug it!!**

Stove:

- Clean inside & chrome racks free of grease and food
- Make sure the oven is cleaned and free of grease, dirt, and baked-on food, leaving no cleaning residue
- Top, bottom, sides and behind/under stove are cleaned
- Surface units, and chrome eye pans are clean and free of grease, dirt, and baked-on food
- Lift range top and clean underneath eye pans
- All knobs are clean, present and working
- Range hood & filter are clean and free of grease
- Range hood light bulb and fan both clean and working

Cabinets:

- Remove all items & clean inside and out

Sink:

- Clean and free of dirt and grease
- Shine all chrome

Garbage Disposal (if provided):

- Working properly, with cover present

Dishwasher (if provided):

- Clean of dirt and food particles; this includes door & gasket, front & controls

**BATHROOM:**

Bathtub/shower:

- Clean, including shower surround
- Shine all chrome
- Remove all mats, curtains & curtain hangers

Sink:

- Clean and free of dirt and grease
- Shine all chrome

Commode:

- Clean of all dirt and stains, inside & outside (use cleaner to disinfect)

Towel racks/toilet paper holders:

- Undamaged, cleaned & shined

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PROPERTY MANAGEMENT

## **OTHER:**

### Walls:

- Cleaned free of dirt, grease, fingerprints, stickers, scuffs, and scratches
- Picture hangers and nails removed and repaired
- Dust all corners for cobwebs
- Dust and clean all baseboards
- All switch plates and outlet plates are present, undamaged, and cleaned of dirt and finger marks
- TV/internet cable and outlets are left in place; remove extra cable line
- Thermostats and covers are present and working

### Closets:

- Clean inside and remove all items from shelves, hooks, & rods

### Vinyl/tile floors:

- Clean, mop & shine (DO NOT WAX)

### Carpet:

- Vacuum
- BCR will arrange carpet cleaning and bill your account

### Heating vents:

- Cleaned of cobwebs, dust, etc.
- Present and working

### Ceiling:

- Clean, dust cobwebs
- Remove stickers, plant hangers/hooks
- Repair holes

### Doors:

- Cleaned on both sides
- All screens installed and undamaged

### Light fixtures:

- All globes cleaned of bugs, dust & debris
- Covers and bulbs are installed and working

### Windows:

- Cleaned on both sides where possible
- All screens installed and undamaged
- Clean windowsills of dust, bugs, debris, etc.
- **Remove all blinds, curtains, curtain & blind hardware, etc.**

### Smoke detectors:

- Clean, present, covers in place and working

### Carbon Monoxide detectors:

- Clean, present, cover & battery in place and working

### Fire extinguisher (if provided):

- Clean, present and charged

### Storage room:

- Clean and remove all items
- Mop floor

### Washer/dryer (if provided):

- Clean inside (including lint traps)
- Clean outside including controls and door gaskets

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PROPERTY MANAGEMENT

## Outside:

- All areas are clean and free of trash

## Floors:

- Vacuum carpet
- Sweep floors and baseboard edges
- Carpets must be professionally cleaned (BCR will arrange and bill the rental account)
- Mop all vinyl floors

## GENERAL NOTES:

1. **The rental unit *cannot* be inspected if the electricity or water has been turned off. It is your responsibility to leave all utilities on until 3 days after your lease ends.** If BCR is required to turn on utilities for inspection or cleaning purposes, you will be charged \$25 per utility.
2. Return all door and mail keys issued by BCR to the office
3. Provide BCR with your forwarding address for your security deposit settlement. Please coordinate with your roommates to provide correct forwarding addresses.
4. It will take approximately forty-five (45) days for the security deposit refund to be processed and sent to the address provided to us.
5. **It is very important to understand that when cleaning the apartment, thorough cleaning is required.** Should the cleaning not be acceptable to BCR, professional cleaning will be required at your expense.