

Cornerstone Real Estate Team

685 Citadel Drive East, Suite 325, Colorado Springs, CO 80909
719-243-6400 (Office) 888-268-9061 (Fax)

Admin@callcornerstone.com

CLEANING GUIDE

The following cleaning list is to be used as a guide when you vacate. As each property is different, there may be additional things you need to do that are not on this list, or there may be items on this list that do not apply to your property. This list is provided as a courtesy to our tenants; it is NOT an all-inclusive list but is provided to highlight/identify some common areas. We would like to point out that you are not charged for "ordinary wear and tear" but we do not consider dirt in any form to be within the scope of the definition of "ordinary wear and tear".

OVERALL

1. Wash walls & baseboards, especially behind doors and behind/underneath appliances.
2. Wash all windows inside and out (weather permitting), sills and tracks, as reachable.
3. Clean all vents – floor, ceiling, bathroom vent covers and air intake vents.
4. Vacuum carpet, wash and wax all linoleum floors, clean tile & hardwood floors. (Pull floor vents)
5. Clean all light fixtures, ceiling fans and covers. Vacuum ceilings around ceiling fans.
6. Remove nails and fill nail holes and gouges in all walls/ceilings. Paint with the proper color and sheen of the existing paint
8. Wipe off all woodwork and doors.
9. Make sure all curtain rods are secure to walls, or removed & holes repaired if not original to move in.
10. Wash any curtains that are machine washable. Wipe/wash any mini blinds. Replace any broken blinds with an identical item.
11. Re-hang any original window coverings that were taken down.
12. Replace broken/missing outlet & switch plate covers.
13. Clean hand dirt/grease from jambs, switch plates, doors at knobs, cabinet door edges.
14. Close all windows and lock all doors. Open cabinet bases and leave **heat running at minimum of 60 degrees**. You are liable if the heat is turned off and the water lines in the property freeze, prior to moveout inspection.

LIVING ROOM, BEDROOMS, FAMILY ROOM

1. Clean walls; remove all nails, tacks and patch; clean fingerprints, dirt, grease, crayon/pencil marks and all other marks from the walls.
2. Wash windows, sills and tracks. Accessible windows are to be cleaned outside. Make sure all screens are in place and in good condition.
3. If draperies or mini-blinds were provided, make sure they are clean.
4. Clean vents.
5. Vacuum carpets, clean linoleum. Clean all metal tracks and make sure they are free from all debris.
6. Clean woodwork, doors, doorframes, screen doors, baseboards and light switches. Repair any scratches.
7. Wipe closet shelves; remove hangers and shelf lining.
8. Replace all burned out light bulbs. Any broken globes should be replaced.
9. Tighten all loose screws, nuts and door knobs.
10. Remove ashes from fireplace and wipe exterior area. Shut damper.
11. Each smoke detector must have a working battery and be attached to original location.

Cornerstone Real Estate Team

685 Citadel Drive East, Suite 325, Colorado Springs, CO 80909
719-243-6400 (Office) 888-268-9061 (Fax)

Admin@callcornerstone.com

KITCHEN

1. Clean walls & ceilings of grease and food debris.
 2. Remove all nails, etc. and fill holes; paint as necessary.
 3. Wipe cabinets and pantry, inside, outside, front, sides and on top. Remove all shelf lining. Clean out drawers and wipe clean. Make sure cabinets and drawers are operable.
 4. Clean oven, oven walls, grills, broiler pan. Most stovetops lift up for cleaning ease under burners. Install new burner drip pans. Clean sides, top, control panel, under and behind stove. (Pull stove from wall)
- DO NOT USE CLEANER ON SELF CLEANING OVEN. RUN CYCLE AND WIPE OUT.**
5. Clean vent hood and replace filter. Make sure light bulb works.
 6. Clean refrigerator including under drawers, containers. Defrost and remove all water (DO NOT USE SHARP INSTRUMENTS). Clean front, sides, behind (vacuum coils if exposed), top and underneath. (Pull fridge from wall). Leave plugged in and set on low. Do NOT turn off or unplug the refrigerator. If you had ice trays when you moved in, leave them when you move out.
 7. Wipe inside of dishwasher, edges, as well as front.
 8. Clean counters and sink.
 9. Clean light fixtures and covers.
 10. Wash curtains if machine washable, clean blinds, & rehang.

BATHROOMS

1. Clean walls, remove all nails, etc. and fill.
2. Wash windows and sills.
3. Clean floors and vents.
4. Clean medicine cabinet and mirrors (should be free of streaks). Remove any shelf lining and wipe out vanity.
5. Thoroughly clean toilet, sink, tub, shower and tiles. Remove all soap and lime deposits and cleaning solution residue.
6. All soap dishes, handles, racks, spouts and wallpaper should be free of dirt and stains. Polish faucets and chrome.
7. Make sure stoppers in sink and tub are functional (if originally working).

UTILITY AREAS

1. Remove any lint from washer/dryer area, clean floor, wash walls, and wipe off shelves.
2. Vacuum cobwebs from open joist ceilings.
3. Clean around water heater and furnace. Area should be free of build-up of dust and dirt.
4. If washer/dryer remain with the property, move out from wall and clean behind & under.

GARAGE

1. Sweep floor and remove any oil stains.
2. Make sure sprinklers, hoses, and trashcans that were there when you moved in remain with the house.
3. Make sure garage doors are locked when vacating the property.

EXTERIOR

1. Cut grass or weeds. Trim shrubs as applicable. Rake and clean up areas.

Cornerstone Real Estate Team

685 Citadel Drive East, Suite 325, Colorado Springs, CO 80909
719-243-6400 (Office) 888-268-9061 (Fax)

Admin@callcornerstone.com

2. Pull weeds from gravel/landscaped areas.
3. Put rock or other hard landscaping "back into place".
4. Snip down any "volunteer trees" that have been allowed to grow at foundation walls.
5. Remove all trash, toys and remove all pet waste.
6. Clean oil spots off driveway.
7. Clean out window wells.
8. Leave the sprinkler system set to "On" or "Auto", so that the lawn and exterior plants will continue to have care after you vacate. (in warm weather)

ALL CARPETS MUST BE PROFESSIONALLY STEAM CLEANED BY A TRUCK-MOUNTED. (SAME AS OUR LEASE) A receipt must be furnished for our records. All stains and heavy traffic areas must be thoroughly cleaned. We reserve the right to have the carpet re-cleaned if they have not been cleaned thoroughly.

Make sure you turn in your keys and garage door remotes to our office during business hours, and get a receipt once you have completed your cleaning and carpet cleaning. As long as you retain a key, or a remote, you are **considered to be in possession of the property.**

RETURN OF SECURITY DEPOSITS: Security deposits are not to be used for rent for the last month of your lease. However, the landlord may deduct any unpaid rent from the security deposit, as well as other charges. C.R.S. 38-12-103 allows the landlord 30 days (unless the lease states a longer period of time, but not to exceed 60 days) to either refund the deposit in full or give you a written accounting as to how it or a portion of it was spent. Your lease allows 60 days for processing. Be sure to provide a forwarding address. **If you wish to dispute a deduction, do so IN WRITING.** Your disputed item may be a simple error or oversight. Give the landlord a few days to look into the matter and respond to your objection, in writing.

Thank you for renting from CORNERSTONE REAL ESTATE TEAM. We appreciate your cooperation. If you have any general questions, please feel free to contact us. Your deposit will be accounted for within 60 days, in accordance with your lease. The better the condition of the property when you depart, the faster your security deposit can be processed.