



## VACATING/CLEANING INSTRUCTION FORM

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### **General:**

1. Walls should be washed or marks removed, including streaks above heaters. All holes/nail holes not preexisting shall be filled properly (undetected) and painted to match so the areas cannot be detected.
2. Carpets, drapes and blind cleaning:
  - A: **If you have a Cleaning Fee on your lease;** the carpet and blinds will be professionally cleaned after you vacate. Any cost which exceeds your Cleaning Fee will be deducted from your Security Deposit. **Please have carpets vacuumed prior to vacating**
  - B: **If you do not have a Cleaning Fee on your Lease;** please have the carpets and blinds professionally cleaned prior to turning in your keys. If the carpets and blinds are not professionally cleaned prior to turn over they will be professionally cleaned and the cost will be deducted from Security Deposit.
3. Windows (inside and out where accessible), sills, blinds, and window tracks should be cleaned.
4. Floors in kitchen and bath, or any linoleum should be washed including under all appliances.
5. Remove dust on light fixtures, sills, shelves, etc.
6. Light bulbs should be replaced where needed. **(There will be a labor charge for replacing bulbs).**
7. Fireplace(s) cleaned of ALL debris.
8. Window and door screens should be in place clean and repaired/replaced if needed.
10. **Electric Meter Reading on your move out date:** \_\_\_\_\_.

*In applicable areas - If you do not contact our office with the meter read(s) within three (3) days, a \$50 service fee will be deducted from your security deposit for our office to read the meter(s).*

### **Kitchen:**

1. Refrigerator should be defrosted, cleaned and left on.
2. Range oven pans, broiler grills, grease containers and shelves should be completely cleaned.
3. Cabinets should have all paper and utensils removed with shelves and drawers cleaned.
4. Exhaust fans and overhead lights should be free from grease and dirt.
5. Garbage disposal in working order.
6. Dishwasher should be wiped down and checked for mildew (We suggest a vinegar rinse).
7. Floor should be free of dirt and grime including under all appliances.
8. Wipe down smudges and dust from the walls.

### **Bathroom(s):**

1. Tile should be washed and grout cleaned.
2. Medicine chest, cabinets, and drawers should be cleaned, including shelves and mirrors.
3. Tub, basin, showers and toilet should be cleaned and sanitized.
4. Mirrors and all fixtures should free of dust and cleaned.
5. Wipe down smudges and or dust from the walls.

### **Bedrooms and Closets:**

1. Cleaned of all debris and swept or mopped.
2. All trash removed from premises.

### **Yard Area (Front/Back):**

1. Flower beds clean, lawn mowed & edged. Weed appropriate areas.
2. Front & back doors washed of hand prints and dirt marks.
3. Decks and porches swept and cleaned.

### **Storage Locker:**

1. All personal items shall be removed
2. Flooring shall be swept and mopped if necessary
3. Remove personal pad lock.

### **Parking Stall:**

1. Remove debris and sweep stall
2. Remove any auto fluid stains with industrial strength cleaner, available at any major hardware store.



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When you have completely vacated your residence, please leave the keys and a forwarding address on the kitchen counter for accurate processing of your refund. If you would like to be present during the move out inspection, please schedule an appointment with your property manager.

*Your deposit will be mailed to your forwarding address (or the **property** address if forwarding address is not provided) on the 14<sup>th</sup> day after you've vacated the property. Please allow adequate time for mail delivery before contacting our office if your deposit **isn't received by the 14th day.***

***Per your lease, pet deposits will be returned no sooner than 90 days after your tenancy has been terminated.***

### Utility Checklist:

We have provided this utility list to remind you to transfer or cancel your services. When transferring or canceling services, make sure your account has a zero balance. – ***Please keep in mind that in the Seattle area, you must contact our office with the meter read(s) within three (3) days of vacating, or a \$50 service fee will be deducted from your security deposit to have the meter(s) read.***

1. Have you contacted the phone company to transfer/cancel phone service?  
Qwest 800-339-339-3929  
Verizon 800-483-3000
2. Have you contacted the electric company to verify your account has been transferred/canceled?  
Seattle City Light 206-684-3000  
PUD 425-783-1000  
Puget Sound Energy: 888-225-5773
3. Have you called the water/sewer company to transfer/cancel service (if applicable)?  
City of Seattle: 206-684-3000  
Alderwood: 425-787-0220  
City of Edmonds: 425-771-0241  
Northshore: 425-398-4402  
Everett Utilities: 425-257-8999  
Ronald Wastewater: 206-546-2494  
Shoreline Water: 206-362-8100
4. Have you called the waste utility company to transfer/cancel service (if applicable)?  
City of Seattle: 206-684-3000  
Allied Waste: 206-332-7777  
Rubatino (Everett): 425-259-0044  
Sound Disposal: 425-778-2404  
Waste Management: 800-835-2272
5. Have you called the gas or oil company to transfer/cancel your service (if applicable)?  
Puget Sound Energy: 888-225-5773  
Sound Oil: 206-725-6300  
Pacific Heating: 206-632-1966