



**PROSPERA
REALTY**

& PROPERTY MANAGEMENT

INSTRUCTIONS FOR RESIDENT MOVE-OUT CLEANING

If the below requirements are not met there will be a minimum \$150.00 cleaning fee

KITCHEN:

- Clean oven. Remove the racks, clean the racks and wipe off, wipe out all residues and clean around the door edges.**
- Clean or replace drip pans. Clean stovetop and underneath free of any grease or crumbs.**
- Clean sink and disposal free of all debris.**
- Empty all cabinets and drawers. Wipe them free of dust, residue and crumbs.**
- Clean refrigerator. Empty ice trays and ice make bucket. Clean freezer and crisper drawer.**
- Empty and clean dishwasher. Make sure the gasket area is wiped clean.**
- Wipe and clean countertops and cabinets clearing them of all residue and items.**
- Clean Kitchen floor.**

LAUNDRY ROOM:

- Wipe down washer and dryer completely leaving no soap residue in the corners or around the top. Take everything out of the dryer and clean the lint trap.**
- Clean laundry room floor. Check behind and around the washer and dryer to insure no stray items were left.**

LIVING ROOM:

- Dust ceiling fan blades and light fixtures.**
- Clean all windows, window ledges, and blinds.**

BATHROOMS:

- Clean tub and tiles free of soap scum and mildew.
- Clean toilet inside and out.
- Clean sink and vanity top. Remove everything out of the drawers, medicine cabinet, and from underneath. Wipe out and clean drawers, medicine cabinet and underneath cabinet.
- Wash and clean floor

BEDROOMS:

- Dust ceiling fan blades.
- Clean all windows, window ledges and blinds.
- Remove all personal items from closet.

STORAGE ROOM:

- Remove all items from storage room and clean thoroughly. Be sure that all items have been disposed of in the dumpsters.

CARPET:

- Vacuum. Remove any stains or dirty spots.

LIGHT BULBS:

- Replace any burnt out light-bulbs

WALLS:

- Clear walls, baseboards and ceiling of cobwebs and debris.

***Are there any damages in the apartment? Call attention to any damages in your apartment to the manager so they can be assessed.**



MOST IMPORTANT OF ALL TURN IN ALL OF YOUR KEYS!

***Make sure that we have your forwarding address; this is necessary to facilitate the return of your Security Deposit(s). Remember it takes approximately 2 weeks to receive your full refund and up to 30 days to receive the balance after any charges have been made. (See the following list of charges)**

It was our pleasure to have you as our resident and should you be in need of an apartment home in the futures, please come back to see us.

GUIDELINES FOR CHARGES

Trash Removal	\$25 and up	Carpet Replacement	\$480 & Up
Replacement of Door	\$50-\$500	Linoleum Replacement	Cost/Labor
Replacement window Shades	\$52 & up	Drip pan replacement	\$20
Replacement of Fixtures	Cost/Labor	Ceiling Fan Replacement	Cost/Labor
Painting	\$75-\$400	Screens	Cost/Labor
Counter Repairs	Cost/Labor	Shampoo Carpet	\$140
		Any cleaning or work made necessary as a result of smoking inside of unit.	Cost/Labor