

Avoid Check-Out Charges!

How to Clean Your Apartment for Closing Ycharges according

Suggested cleaners:

Mirror/Windows – use a window or glass cleaner such

Dawn soap mixed in a spray bottle with water will rem

oil residue on doors (closet and room door) where you

Magic erasers really are MAGIC when it comes to help

Shower walls and tub – use any soap scum cleaner suc

shower cleaner

Toilet bowls should be cleaned with Lysol, Clorox, or c

Fabric furniture – use of a vacuum will not remove all

cushions to remove animal/human hair

Please use the guide below as you are cleaning your apartment and preparing for your checkout. A more detailed guide is available upon request. Please contact your ACA for a copy of the detailed cleaning guide.

Apt Area	Item	How to know if it is clean
General Apartment	Ceiling	Ceiling must be free of all items including tape, putty, nails, hooks, etc.
		Blinds should be clean. Open and close them each way to ensure this is so.
	All Doors	Inside and outside of door should be wiped down and be free of oil residue, tape, tape residue, nails, hooks, etc.
	Carpet Floors	Floor should be vacuumed completely. Baseboards should be wiped down.
	Vinyl Floors	Floor should be swept and mopped. It should be completely free of all debris and stains. Pay special attention to the area behind the toilet, between the toilet and bathtub, and in the kitchen near the stove. Baseboards should be wiped down.

	Screens	Inside of windows should be washed and completely clear of any stains, dirt or dust. Screen should be free of any debris stuck in it. Windowsills should be wiped down and clear of any stains, dirt or dust. Windows should be cleaned with window/glass cleaner.
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General Apartment	Cabinets/Shelves	Inside needs to be emptied. Shelves need to be taken out, cleaned and put back in place. Please leave the cabinet doors (medicine, pantry, kitchen, etc.) open for check out. All vanity drawers and cabinets should be emptied and wiped out, including the area under the sink.
	Light Fixtures and Switches	Light switch covers should be wiped off. Light covers, other than the one on the ceiling, should be wiped down. All light bulbs in the bathroom must be present and working
	Thermostat	Please turn the air conditioning on before you leave. Set the temperature to 71 and leave the fan on "auto"
	Vent covers	Should be clean and free of all debris
	Sinks/Faucets/Aerators	Sink should be cleaned out and free of any hair, soap scum or mold. Faucet, knobs and other fixtures should be wiped down and free of any stains.
	Balconies/ Porches	Should be wiped down and free of all debris. Any decorations or personal items should be removed. Storage spaces should be empty. Ensure the lightbulbs are working.
	Handrails (Greenwood only)	Handrails should be wiped down including the bannisters and balusters
Bathroom	Shower/ Bathtub Area	Bathtubs should be completely drained and dried out. Bathtub floor, walls and ledges should all be cleaned and be completely free of hair, soap scum, mold and other stains. Shower walls should be wiped down and clear of any dirt, dust or stains. Soap dish should be wiped out and have no leftover soap or soap scum in it. All faucets, knobs and other fixtures should be wiped down and free of any stains. Do not leave your shower curtain or curtain rings—take them with you.
	Toilet	Toilet bowl should be cleaned and free of any debris. There should be no visible stains in the toilet; pay special attention to the area under the rim. Outside of toilet bowl needs to be wiped off and be free of any stains, hair or debris. Pay special attention to the back of the bowl and the area directly behind the seat. Toilet seat needs to be wiped down and free of any dirt, dust or stains. Pipes behind the toilet should also be wiped down and be free of stains.
	Stovetop	Stovetop should be wiped down of all grease and other debris.

Kitchen

