**RENTAL CLEANING CHECKLIST**

\*THIS LIST MUST BE COMPLETED ENTIRELY TO RECEIVE FULL DEPOSIT BACK\*

If you have paid for the “clean up” option – please make sure ALL garbage has made it into an interior trash bin, boxes are broken down, and highlighted items below are completed – and disregard the remaining items on this list

|  |  |  |
| --- | --- | --- |
| **CLEANING TASK** | **COMPLETED?**  **YES NO** | |
| REMOVE ALL TRASH IN BUILDING & PLACE IN OUTSIDE DUMPSTER **(CODE IS 951 –enter on side labeled “this side”)** |  |  |
| REPLACE INTERIOR TRASH BIN LINERS (EXTRAS UNDER KITCHEN SINK, OR BOTTOM OF BINS) |  |  |
| WIPE ALL COUNTER TOPS, TABLES & CHAIRS USED & ASSURE THEY ARE CLEAR OF CRUMBS, DEBRIS, STICKINESS, GUM, ETC. |  |  |
| REMOVE ITEMS FROM FRIDGE/ FREEZER, & WIPE OFF SHELVES |  |  |
| WIPE OUT INSIDE MICROWAVE, STOVE TOP, & OVEN INSIDE/ OUTSIDE, IF USED |  |  |
| CLEAN, DRY & PUT AWAY ANY DISHES/ UTENSILS USED, WIPE OUT SINK |  |  |
| SWEEP ALL FLOORING USED & ASSURE IT IS CLEARED OF CRUMBS & DEBRIS  (KITCHEN, RESTROOM, HALLWAY, GALLERY) |  |  |
| REMOVE ALL PERSONAL DECORATIONS, SIGNS, HANGING SOURCES FROM INTERIOR & EXTERIOR OF BUILD, TABLES, AND CHAIRS, THIS INCLUDES TAPE ON TABLES |  |  |
| REPLACE ALL ITEMS TEMPORARILY REMOVED FROM FACILITY WALLS, COUNTERS, OFFICES, ETC. |  |  |
| CLOSE ALL WINDOWS |  |  |
| SHUT OFF ALL LIGHTS, (LEAVE EXTERIOR ENTRY ON) THE FAN & FIREPLACE |  |  |
| LOCK BACK DOOR, DEADBOLT ONLY |  |  |
| RETURN HEAT TO 68 DEGRESS IN WINTER MONTNS (DECEMBER-FEBRUARY) |  |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (RENTER PRINTED NAME), THE RENTER, UNDERSTAND THAT IF ALL ITEMS ON THIS CHECKLIST ARE NOT COMPLETED AT THE CONCLUSION OF MY RENTAL, THAT I COULD BE CHARGED FOR THE TIME IT TAKES AAA STAFF TO COMPLETE EACH ITEM, OR MY SECURITY DEPOSIT MAY NOT BE RETURNED IN FULL.

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RENTER PRINTED NAME DATE

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RENTER SIGNATURE