



## Check Out Preparation & Guidelines

### Clearing/Cleaning Standards for Rental Homes

Tenants will be required to thoroughly clean their home. The following areas will be inspected by the property manager upon check-out. This list is not meant to be an all inclusive list, instead it highlights common areas that require attention. You may perform the Deep Clean yourself, or Hire a local Service.

If hiring out, Please provide the cleaners with a copy of these guidelines.

#### **\*\* QUICK REFERENCE BULLETS\*\***

#### **HERE ARE SOME OF THE MAIN ITEMS WHICH ARE CRITICAL TO A SUCCESSFUL CHECK-OUT:**

- **THE ENTIRE HOME MUST BE THOROUGHLY CLEANED: BASEBOARDS, BEHIND REFRIGERATOR, OVEN, ETC VENTS, DRYER VENT ETC.. REMOVE ANY TRACES OF PET HAIR. VACUUM THOROUGHLY PRIOR TO HAVING THE CARPETS SHAMPOOD AS YOU ARE STILL RESPONSIBLE IF THE CARPET SHAMPOOING CAUSES EXCESSIVE PET HAIR TO RAISE TO THE SURFACE OF THE CARPET BECAUSE IT WAS NOT THOROUGHLY VACUUMED. COMPLETELY RID THE HOME OF ALL ODORS LEFT BY PETS!! IF THE HOUSE SMELLS LIKE ANIMAL URINE WE WILL DEDUCT A SUBSTANTIAL PORTION OF YOUR DEPOSITS IN ORDER TO RID THE HOME OF SAID ODOR TO INCLUDE IF NECESSARY, REPLACEMENT OF CARPET.**
- **YOU MUST USE OUR PREFERRED VENDOR FOR DEEP CLEANING/ SHAMPOOING THE CARPETS. NO EXCEPTIONS! DO NOT WAIT UNTIL THE LAST MINUTE TO CALL AND SCHEDULE AN APPOINTMENT. DO NOT TRY TO REASON THAT YOU FEEL THE CARPETS ARE WORN AND NEED TO BE REPLACED AS YOU MUST HAVE THEM CLEANED REGARDLESS OF YOUR OPINION ON CARPET CONDITION. YOU CAN CALL AND SCHEDULE AN APPOINTMENT WITH DUCKS CARPET CLEANERS AT 913-549-6558. YOU MUST PROVIDE RECEIPT AT TIME OF CHECK OUT.**
- **PAINT & NAIL HOLES: DO NOT ATTEMPT TO DO ANY TOUCH UP PAINTING WHATSOEVER! DOING SO WILL RESULT IN MISMATCHED SPOTS ON THE WALL AND WE WILL REQUIRE THE ENTIRE WALL TO BE REPAINTED AT TENANTS EXPENSE. EVEN WITH THE SAME PAINT THAT WAS USED TO PAINT THE WALLS ORIGINALLY, IT WONT MATCH DUE TO THE PAINT FADING OVER TIME. FOR NAIL HOLES ETC EITHER LEAVE THEM OR TAKE A VERY SMALL DAB OF FILLER ON YOUR FINGER AND PUSH IT INTO THE NAIL HOLE AND THEN WIPE AWAY ANY EXCESS WITH A SPONGE. NO PAINTING! ALL SCUFFS, DIRT, MARKS SHOULD BE CLEANED WITH A MAGIC ERASER OR EQUIVALENT.**
- **ALL FILTERS MUST BE FRESHLY CHANGED: FURNACE FILTER, AND IF APPLICABLE REFRIGERATOR WATER FILTER, AND WHOLE HOUSE HUMIDIFIER PAD**
- **BUSHES AND SHRUBS MUST BE FRESHLY TRIMMED NEW MULCH MUST BE PUT DOWN IN ALL THE BEDS AND THE YARD MUST BE FRESHLY CUT, EDGED, TRIMMED, AND ANY TRASH, DEBRIS, OR ANIMAL DROPPINGS REMOVED AT TIME OF CHECK OUT.**
- **REPLACE ANY BURNED OUT LIGHT BULBS, BROKEN BLINDS \*DO NOT ATTEMPT TO REPAIR A BROKEN BLIND BY TAPING IT BACK TOGETHER WITH CLEAR TAPE.**
- **PLACE ALL KEYS TO THE HOME, GARAGE DOOR OPENERS, ETC IN A KITCHEN DRAWER SUCH AS THE SILVERWARE DRAWER AND ENSURE THEY DO NOT ACCIDENTLY GET PACKED.**
- **NOTIFY THE PROPERTY MANAGER OF ANY MAINTENANCE OR REPAIRS THAT NEED ATTENTION OR YOU SUSPECT MAY CAUSE ISSUES IN THE FUTURE SO THAT I CAN ADDRESS THEM PRIOR TO THE NEW FAMILYS ARRIVAL.**

## Ceilings, Walls, Doors, and Woodwork

☒ All nail holes will be filled with spackle and the excess wiped off with a damp rag or sponge. For all Nail Holes, or any other damages to walls: You may Spackle over these holes but **\*\*DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO SPOT PAINT ANY DAMAGES OR BLEMISHES AS IT WILL NOT PROPERLY MATCH WETHER YOU USE THE SAME EXACT PAINT THE HOME WAS PAINTED WITH OR YOU GET NEW PAINT. DO NOT PAINT ANYTHING!** The reason for this is because the paint inside the home fades over time making it nearly impossible to get a perfect match. IF YOU FAIL TO COMPLY AND YOU DO SPOT PAINT, WHEN IT DOES NOT PERFECTLY MATCH, YOU WILL BE RESPONSIBLE FOR THE COST OF HAVING THE ENTIRE WALL REPAINTED AND POSSIBLY THE ENTIRE ROOM. ☒ DO NOT SPOT PAINT TO COVER SCUFF MARKS, FOOD DEBRIS, DIRT, HAND PRINTS, ANIMAL RUBS & DIRT, OR WALL DINGS, ETC. Spot painting with a brush over walls that have been sprayed or painted with a roller will not blend and you will cause additional damage to the walls. If you attempt to spot paint these areas with a brush and the paint does not blend, the entire wall will need to be repainted, floor to ceiling, corner to corner at your expense. If you have caused damage to the wall, i.e., holes, dings, mollies used to fasten shelving, etc., contact a professional to properly repair the damage. For scuff marks, try Magic Eraser and wipe off the white residue it leaves behind using a damp rag or sponge. Other areas that are dirty, i.e., walls, door frames, and doors, should be washed with mild soapy water using a detergent such as Dawn Dishwashing soap. ☒ **Clean the following:**

All stains (grease, finger prints, food, and crayon marks, etc.) from walls, ceilings, baseboards, stairwells, window sills, and other woodwork. o All bathrooms and kitchen ceilings, walls, and woodwork of all soap and grease deposits. o All stairwell walls (including those leading to the basement). o Both sides of Interior and Exterior doors by removing dirt and stains. o Light switches and electrical outlets also get dirty and finger printed so clean those as well. ☒ Special care should be used when cleaning the walls, so as not to remove the paint. ☒ File a claim with the moving company if they damage the walls. You are responsible.

## Closets, Drawers, Shelves, Cabinets, and Countertops

☒ All closets, drawers, shelves, and cabinets are to be emptied of food particles, trash, and personal items. ☒ All interior kitchen cabinet shelves will be thoroughly cleaned and free of sticky substances. ☒ Cabinetry, drawers, shelves will be thoroughly washed, and cleaned of all marks, sticky substances, and dirt. ☒ Exterior of cabinets will be thoroughly washed with soap and water.

**\*Floors\***

☐ All vinyl, and tile floors will be swept and scrubbed. All floors should be free of marks, scuffs, stains, and debris. ☐ Hardwood floors require special care and need to be professionally cleaned by the carpet cleaning company. ☐ **\*All carpet will be professionally cleaned by OUR PREFERRED**

**VENDOR: DUCKS CARPET CLEANERS!! Call: 913-549-6558 to schedule an appointment in advance. A receipt will be required. Any damage by the carpet cleaner is the responsibility of the tenant. ☐ Carpets should be cleaned and dry on day of check-out. ☐ All Pet Owners are required to treat the home for fleas (receipt required).**

**\*\*Note: Failure to follow guidelines regarding cleaning the carpets and showing proof of receipt will result in \$750.00 dollars being retained from your deposit\*\***

### **H.V.A.C Heating/Cooling**

☐ All fireplaces will be thoroughly cleaned and free of ashes. ☐ All heating and A/C vents will be vacuumed (and washed with soap and water) to remove dirt, dust, and other debris. ☐ **\*\*THE FURNACE FILTER MUST BE FRESHLY REPLACED AT THE TIME OF CHECK OUT – THE FILTER SIZE SHOULD BE WRITTEN NEAR THE FILTER HOLDER ON FURNACE\*\* But the most common size is 20x25x1 Filter Arrows should face towards the furnace.** ☐ Replace humidifier pad if your home is equipped with a humidifier on the furnace.

### **Ceiling Fans, Light Fixtures, and Electrical**

☐ Thoroughly clean light fixtures to include exterior globes on porches and garages. ☐ Brass fixtures should be cleaned with a dry dust cloth only. Do not use brass polishing products. ☐ Replace any broken globes on lights, both interior and exterior. ☐ Clean the blades of all ceiling fans, replace any burnt out bulbs, and clean glass fixtures. ☐ Ceiling lights must have working bulbs in all sockets. (If fixture has 3 sockets, there should be 3 operating bulbs.) ☐ Replace damaged switch plates and receptacles with like covers.

### **Kitchen, Bathrooms, Laundry Rooms, Toilets, and Sinks**

☑ Thoroughly clean all interior and exterior surfaces. ☑ All porcelain fixtures will be free of stains, lime and mineral deposits, and excessive soap residue. ☑ Thoroughly clean bathtubs, sinks, toilet bowls, showers, mirrors, shelves, towel rails and related hardware. ☑ Clean the cover of exhaust fan in the bathrooms. ☑ Run garbage disposal. Make sure it is operational. ☑ Replace missing sink strainers. ☑ Ensure all elbows, pipes and connections for venting dryers remain in place. ☑ Replace cracked, chipped, stained, and broken toilet seats.

## Appliances

☑ Refrigerators

- o Remove all food and food particles.
- o Clean and replace all removable parts (ice trays, crispers, shelves, etc).
- o Ensure all shelves are in place in the refrigerator (replace or report damaged drawers or racks).
- o Replace broken or burned out bulbs in refrigerator.
- o Dispose of ice from the ice maker.
- o Leave ice trays.
- o Clean all areas underneath and beside refrigerator of dust, lint, and debris.

**\*Replace refrigerator water filter prior to vacating (some models)\***

### ☑ Ranges and Range Hoods and Microwave Ovens

- o Clean all burners, grates, oven pans, broiler units, burner grills, and removable oven bottoms and compartment panels.
- o Ensure all broiler pans and oven racks are in place in the oven
- o Ensure all burners are functional and not clogged with cleaning materials or debris.
- o Clean ranges and oven doors.
- o Oven and broiler compartment should be completely free of grease and burned on carbons.
- o Pull out storage drawer under oven and clean inside of drawer and floor under the drawer.
- o Soil and food stains on the continuous cleaning finish have been removed.
- o Clean range hoods of grease build-up, food, and dirt. Clean filters (replace if necessary).
- o Oven cleaners should NOT be used on range hoods.
- o Replace any inoperable light bulbs.
- o Clean inside and out of Microwave oven.

☑ Dishwasher

- o Clean exterior of dishwasher, including inside edges of door, with a soft, damp cloth or sponge with a mild detergent.
- o Clean interior of unit by applying a powdered or liquid detergent to a damp sponge and wiping, including along doors edges.
- o Clean pump guard/drain and racks.

## Basements

☑ Basement areas constructed as living areas will be cleaned to the same standard as the upstairs areas.

☑ Remove all personal property and debris. ☑ Sweep and mop floors. ☑ Furnaces and hot water heaters should be dusted and all outside dirt accumulation should be removed. ☑ Clean wash tubs. ☑ Clean basement windows and window wells. ☑ Remove all cobwebs.

## Windows and Blinds

☑ Wash all interior glass surfaces. Clean all frames and tracks. ☑ Wash outside surfaces of all door and window glass. ☑ Drapes or curtains belonging to the owner must be cleaned and hung. ☑ All blinds should be clean and free of dust and grease/grime.

## Garages

☑ Remove all personal property and debris. Sweep area. ☑ Remove dirt, spilled paint, and grease stains from shelves and floors. ☑ Clean garage doors. ☑ Remove cobwebs normally found in corners of the walls and ceiling.

## Exterior

☑ Remove excessive dirt, mud, chalk, crayon, oil, grease, or other substances off siding, sidewalks, patio slabs, and driveway. Hose down permanent siding. ☑ Exterior walls should be free of mud spots, chalk, pencil, crayon, etc. ☑ Clean (and repair if damaged) outside vents. ☑ Flower and vegetable gardens will be clean and free of debris. Weed flower beds. Remove dead flowers. Those that are alive may be left.

☑ **\*REPLACE/ REPLENISH MULCH IN ALL LANDSCAPING BEDS WITH FRESH NEW MULCH\*** ☑

**\*THE YARD MUST BE FRESHLY CUT, TRIMMED, EDGED, DEBRIS, AND ANIMAL WASTE/ TRASH CLEANED UP AT TIME OF CHECK OUT\*** **Note: You May Hire JOEYS LAWN PRO to Perform Your Final Cut If you do not wish to do it yourself.**

**To schedule please call: 913-240-9272** ☑ Repair clothes lines if damaged. ☑ Shovel snow and ice during the winter off sidewalks, patios, driveways, porches, and sidewalks paralleling the street in front of the house. ☑ Cut grass and rake leaves during the spring, summer, and fall. Remove leaves and debris from under porches, decks, window wells, and stairs. Grass should be kept 3" to 5". Rake and bag leaves ☑ Minor pruning of trees, shrubs, and vines should be done. ☑ Police yard of all trash and debris. Remove all animal waste. ☑ Keep splash blocks and rain gutter extensions in proper location to prevent water from going into house. ☑ Any ruts caused by vehicle wheels will be filled. ☑ Repair yard damage. Grass should be growing in areas destroyed by pets or children. ☑ No firewood will be stored in or next to house structure. Must be stacked as least 15 feet away from any structure.

## Miscellaneous

☒ During the Check-out appointment the tenant is expected to turn over all house and garage keys, garage door openers, garbage disposal wrenches and fireplace keys to the Property Manager. Ensure the movers do not pack these items. ☒ All personal property will be removed from the property (including rugs, shower curtains, swings, etc.) ☒ Any damage caused by the movers will be the responsibility of the occupant. Damage should be reported immediately to the Property Manager.