

Best City Homes, Inc.

2216 South Street

Philadelphia, PA 19146

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Cleaning Checklist

All Rooms:

- Vacuum carpeting
- Steam-clean carpeting
- Sweep and mop all non-carpeted floors
- Clean all hardwood floors using appropriate hardwood cleaner, such as Minwax® or Murphy's ®
- Wash insides and outsides of all windows
- Vacuum window sills
- Put all screens and storm-windows back in the appropriate frames
- Clean bugs and dust out of overhead light fixtures
- Dust off top of doors and trim about windows or baseboards
- Remove all personal items from apartment, basement, garage and common areas
- Replace any burned out light bulbs or fuses
- Replace any dead smoke alarm batteries
- Remove cobwebs
- Empty out fireplace ashes (if applicable)

Bedrooms:

- Wipe off closet shelving and remove hangers

Kitchen:

- Clean stove and broiler (Easy-Off® works well, even on surface of stove) Do not get any oven cleaner on your linoleum! It will stain the linoleum – and you may be charged a fee!
- Clean floor under stove and refrigerator
- Clean out and disinfect refrigerator and freezer. PLEASE LEAVE REFRIGERATOR PLUGGED IN AND ON!
- Clean and sanitize dishwasher, if applicable
- Wipe off the inside of kitchen cabinets

Bathrooms:

- Clean mirrors
- Clean bathtub and toilet
- Clean the inside of bathroom cabinets
- Mop all linoleum or tile

Basement:

- Remove all garbage and stored items

Yard and Garbage:

- Remove any debris from yard
- Everything left on the curb must be suitable for pick-up by City of Philadelphia on the correct day and in appropriate containers per city refuse and recycling laws. Cardboard boxes may NOT be used to hold garbage. Recyclable containers may NOT be mixed with garbage, and must be in clear plastic bags or city-sponsored crates.
- Remember, the last day of your lease may not coincide with your trash day. Please be sure to keep this in mind and get as much trash out on the appropriate day before the end of your lease. Any trash we have to remove and any fines the City charges for trash put out at the inappropriate day/time will be charged against your security deposit.

Utilities:

- Gas, electric and water (where applicable) must remain ON and in your name until the last day of your lease. You can cancel your service as of the last day of your lease agreement. Remember to schedule this with the utility companies prior to your move out date because same day service may not be available.

PLEASE VACATE YOUR APARTMENT AND DROP OFF YOUR KEYS IN OUR OFFICE BY 12 noon on the last day of your lease!

Any cleaning that must be done by our staff may be charged against your security deposit at the rate of \$60 per labor hour.

Security Deposits

Security deposits and a letter explaining charges against a security deposit will be mailed to the tenant within **30** days of the move-out day. I usually try and send them sooner. I'll send this correspondence to your last known address, unless I'm notified in writing of a new address prior to mailing.

Thank you for your effort!

I have enjoyed having you as tenants. Good luck in the future!

Richard B. Moore
Broker of Record
Best City Homes, Inc.