

Best City Homes, Inc.

2216 South Street

Philadelphia, PA 19146

Phone: (215) 545-1144

Fax: (215) 732-8480

Cleaning Checklist

All Rooms:

- ☐ Check all smoke & Carbon Monoxide detectors. They must be working
- ☐ Vacuum carpeting
- ☐ Steam-clean carpeting (done by a professional/receipts must be turned in with keys)
- ☐ 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
- ☐ All holes in ceilings, walls & woodwork must be patched, sanded & painted with existing paint color
- ☐ All ceilings, walls, doors, and woodwork must be cleaned and have no marks or dirt
- ☐ 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! (NOTE: A dirty gas stove can take up to 5 hours to clean)
- ☐ 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
- ☐ Replace shower curtain

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 am 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.

SECURITY DEPOSIT REFUND GUIDELINES

The return of Tenant's security deposit is subject to the following conditions:

- a) Full term of lease has ended;
 - b) Landlord has received a written forwarding address of Tenant before moving;
 - c) All rent is paid in full;
 - d) All keys and other items that Landlord provided are returned;
 - e) No damage to the property has occurred beyond normal wear and tear;
 - f) Shovel, fire extinguisher, and plunger have been left on premises;
 - g) All personal property has been removed;
 - h) The entire leased property has been cleaned, including all appliances;
 - i) Scratches in woodwork, holes or damage to flooring whether carpeting, tile or wood have been repaired according to standard practices;
 - j) Property returned in move-in condition;
 - k) No unpaid late charges or rent remains due;
 - l) The Tenant produces a final gas bill that their bill is paid in full. In the event the Tenant transfers their gas account to other premises, then the gas account must show a zero balance for the time period that the Tenant resided in the premises up to the date they moved. There are no exceptions. In the event the Landlord has to pay any amount due to the gas company and deduct it from the Tenant's security deposit, then the Landlord may charge in addition to pay the bill a \$25.00 process and administration fee.
- In the event the Tenant fails to produce the above, then the Landlord may consider the amount owed to the gas company is in excess of the security deposit and may hold the Tenant's security deposit in escrow indefinitely and beyond the 30-days pursuant to the Landlord-Tenant Act of 1951. The Tenant in this event waives all rights to sue for double damages. In the event The Philadelphia Gas Works at any time in the future attempts to Lien the Landlord's property for gas that was used during the Tenant's occupancy, it shall be the responsibility of the Tenant to reimburse the Landlord for any monies paid to the Gas Company or escrowed by the Title agent. It shall be the responsibility of the Tenant to resolve any issue directly with the Gas Company.
- m) Light fixtures have been cleaned and bulbs replaced where needed;
 - n) All water/sewer charges are paid in full.
 - o) All holes in ceilings, walls & woodwork must be patched, sanded & painted with existing paint color