

**SAMPLE**

**MOVE-OUT CLEANING INSTRUCTIONS AND  
SECURITY DEPOSIT DEDUCTION SCHEDULE**

Head of Household Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Apartment/Unit Number (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**MOVE-OUT CLEANING INSTRUCTIONS**

<b>Kitchen</b>	<b>Cost</b>
Clean refrigerator, shelves, crisper, under crisper and under food guard.	
Clean cupboards, under sink, tile, exhaust fan and faucet fixtures.	
Clean under burners, controls, burner rings, drip pans and oven. Ensure oven cleaner doesn't drip below or on floor.	
Clean and wax floor.	
Clean air-conditioning and heating unit closed.	
<b>Living Room and Dining Room</b>	
Carpets and drapes must be vacuum cleaned in accordance with the Lease Agreement.	
Baseboards cleaned and finger prints or other marks cleaned of switches and walls.	
Traverse rods cleaned.	
Window sills cleaned, windows washed and screens washed or cleaned.	
Remove stick-on picture hangers by first wetting and then removing; do not rip-off. If damaged, each:	
Clean fireplace.	
<b>Bedrooms (Same as living room and dining room.)</b>	
Closets vacuumed and clothes hangers removed.	
<b>Bathrooms</b>	
Tub, toilet, toilet tank, vanity bowl, cupboard and medicine cabinet cleaned.	
Clean chrome fixtures throughout, also exhaust fan.	
Clean/scrub tiles, shower, shower doors and shower door runners	
Clean and wax floor.	
<b>Garage and Patios</b>	
Patios cleaned.	
Garage floor swept, all refuse carried away and storage compartment cleaned.	
<b>General/Storage</b>	
Take out all trash, rubbish and debris.	

**Turn in all keys when vacating.**

## SECURITY DEPOSIT DEDUCTION & REPAIR COST SCHEDULE

<b>Carpet/Flooring</b>	
Shampoo	\$ 50 and up
Burns, tears, holes	Cost to repair or replace
Vacuum/Mop	\$ 15
De-flea	Actual cost
Total replacement	Actual cost
Pet treatments:	Actual cost
<b>Painting</b>	
Touch-up	\$ 25 and up
Full rooms	Actual cost
<b>Repair/Replacement</b>	
Damage to walls or doors	Cost to repair or replace
Appliance repair	Cost to repair or replace
Broken windows	Cost to repair or replace
Plumbing, electrical, or other fixtures	Cost to repair or replace
Missing broiler pans or racks	\$ 15 and up
Drapes, stained or damaged	Cost to repair or replace
Mini or vertical blinds	Cost to repair or replace
Missing or burned out light bulbs	\$ 1 each
Replace or repair wallpaper	Actual cost
<b>Miscellaneous</b>	
Exterminate	\$ 30 and up
Deodorize	\$ 25 and up
Failure to return key	\$ 3 per key
Replace or re-key locks/deadbolts	\$ 25 per cylinder
Other items or repairs not listed	Actual cost

**This guide is based on estimated costs and is subject to change. Normal wear and tear to the dwelling unit will not be considered damages.**

\_\_\_\_\_  
Guardian/Head of Household Signature

\_\_\_\_\_  
Date