

## CLEANING GUIDELINES

1. Replace air filter and vacuum all vents and air grills.
2. Replace any burned out light bulbs and missing smoke detector batteries.
3. Wipe down all ceiling fans, ceiling fan blades, and light fixtures.
4. Wipe down all walls, woodwork, baseboards, and trim, including window sills.
5. Clean all windows and screens.
6. Clean out the fireplace, screen, and fireplace glass (if applicable).
7. Wipe down all doors or sliding glass doors, including tracks and thresholds.
8. Clean all drapes, curtains, blinds, or other window treatments.
9. Sweep out garage, attic, and porches.
10. Mow yard, clean gutters, and trim all shrubbery (if applicable).
11. Scrub all bathrooms, including commodes, sinks, mirrors, tubs, showers and floors. Wipe out medicine cabinets and remove all soaps and detergents.
12. Clean kitchen cabinets, drawers, and shelves inside and out. Wash down all countertops.
13. If applicable, defrost refrigerator and/or freezer. Wash down all shelves and drawers inside refrigerator. Vacuum coils and grills and leave refrigerator on.
14. Clean the stove, drip pans, oven racks, and oven drawers, and broiler pan. Clean the range hood, filter, and vent.
15. Clean out all other appliances, including microwaves and dishwashers. Clean lint filter of dryer.
16. Carpets (if applicable) must be professionally steam-cleaned and **a receipt must be turned into Southeastern Management Group.**
17. Vacuum, mop, and wax all floors that are not carpeted.

**If this list has not been properly completed at the time of the move out and the Landlord must hire a vendor to complete any of the items listed above, a \$200.00 administrative fee will be levied against the Tenant(s), in addition to any costs and regular service charges incurred by the Landlord.**