

Dear Tenants:

Through this past year, it has been our pleasure to serve you as a tenant. Since you have not renewed your current lease, we are taking this opportunity to remind you that your Lease will expire at 12:00 Noon on the final day of your Lease. You will need to check your lease to be sure of the exact date.

It is very possible to get a good portion, if not all, of your security deposit returned to you. In order to help you accomplish this, we have made a list of items that will be checked in regard to cleaning. Keys and parking permits must be returned to the office, along with a forwarding address to return your security deposit.

General

- Windows – glass cleaned inside, streak free, windowsill wiped down.
- Blinds – taken down and wash with soap and water, dried and re-hung; check to be sure all soap marks are gone. If they will not come clean, they must be replaced.
- Carpets – must be professionally cleaned by a cleaning service to remove all stains and ground-in dirt; contact our office for names of approved services.
- Non-carpeted flooring – cleaned, pay attention to edges and corners.
- Wood flooring – swept and wiped with water, **do not soak floors**, use only damp rags; be sure to get all edges and corners. **Do not wax wood flooring.**
- Furniture –all furniture must be removed and cleaned underneath.
- Balconies & Porches – swept and clear of debris.
- Basements – completely emptied and swept.
- Smoke detectors – in good working order.
- Lights – working; dead bulbs must be replaced.
- Walls & Ceilings – free of cobwebs, wiped clean.

Kitchen

- Cabinets & Drawers – wiped down inside and out
- Counter Top & Backsplash – clean and free from stains
- Refrigerator
 - Clean wire racks, inside walls, crisper drawers and under drawers.
 - Defrosted, cleaned inside and out: **DO NOT USE A KNIFE TO SCRAPE THE ICE**, if the knife should happen to slip and puncture the freezer, you will be charged to replace the refrigerator.
 - Turn on to the lowest setting.
- Stove
 - Clean range top, back, front, oven, broiler and underneath burners; replace burner pans.
 - Clean range hood underneath, filter, light cover and top.
- Dishwasher – cleaned inside and out (be sure rubber door gasket is clean).
- Floor – must be scrubbed.
- Lights – shades must be taken down, cleaned and re-hung.

Bathroom

- Tubs & Showers – cleaned and shining without soap scum, powder residue or hair.
- Bathtub enclosures – cleaned and shining without soap scum, powder residue or hair.
- Toilets – cleaned inside, especially around bottom.
- Medicine cabinets – emptied, cleaned inside and out, mirror wiped clean and free of streaks.
- Sinks - cleaned and shining without soap scum, powder residue or hair.
- Vanity – emptied and wiped down.
- Floor – scrubbed and waxed (unless vinyl or ceramic).
- Soap dish & Toothbrush Holder – cleaned inside & out.
- Toilet paper holder – wiped down.
- Shower curtains – removed and thrown away.
- Wash all walls and doors with a mild soap.

Some Suggestions:

- When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it down again.
- When you are done in the bathroom, kneel down and look at the tub to see if the soap scum is completely gone. Check the soap dish and toothbrush holder to be sure they are clean. Check to make sure all the hair is gone.
- When you are finished in the kitchen, check for any grease spots that may have been missed. Don't forget to check the bottom and edges of the range hood for leftover grease.
- Do not forget the closets. They all must be emptied, cleaned out, swept and scrubbed.
- Your apartment will be checked by touch as by sight. Run your hands over your counter, bathtub and sinks. If you come away with a white powder, it probably needs to be wiped again.

Other Deductions:

In addition to any cleaning charges (\$30.00 per hour), the following items will be deducted from your security deposit if they are not paid before the end of your Lease: late fees, outstanding invoices, unpaid rent, charges for returned checks, legal fees that may have been incurred and any additional damage to either the apartment or furniture provided.

We wish you the best of everything in your future.

Sincerely,

Sean & Dana Krieger