

Dear Tenant,

In order that we may return as much of your security deposit as possible, this letter & checklist describes how your residence should be left when the time comes for you to move and what our procedures are for returning your security deposit.

We expect you to leave your residence in move-in condition - normal wear and tear excepted.

To help you below is a checklist of items required to be clean prior to moving and the suggested order below may be helpful.

\*\*\*Please make sure you use clean rags and towels to clean. We like everything *shiny & without residue*.

If you have residue, usually a quick wipe with Windex will take care of it.

\*\*\*We have found what works best on sinks, tubs and toilets is Comet and the yellow & green Scotch-Brite brand scrub sponges. Windex is great for the windows/sills, light fixtures, plug outlets and switches.

\*\*\*We have also found that cleaning stuff up high first is best as dirt falls down. This will keep you from having to do things twice.

**Lighting:**

- Replace any burnt out light bulbs.
- Clean ceiling fan fixture & blades top and bottom by *hand wiping with damp rags or sponges*. Dusters are usually not sufficient.
- Wash to clean bugs and dirt from light fixtures and ceiling fan globes. Many can be washed in the dishwasher. Replace when cleaned. Please pay special attention to the tops of the bathroom light fixtures. Hand wipe/Windex these clean. If there is excessive dust on bathroom lightbulbs please wait until bulbs are cool and clean dust off them with Windex until streak-free.

**Kitchen:**

- Clean/scrub countertops—tops, backsplashes & sides.
- Clean exterior of cabinets & crevices. Wipe off all food & accumulated dirt. If you have to scrub a little please make sure not to remove paint. If you have a ledge on top of your cabinets, please climb up & wipe top of that down too.
- Clean/wipe/scrub interior all cabinets, shelving & drawers. Clean/check inside of cabinet doors also.
- Scrub sink. Clean tops, bottoms & backs of fixtures.
- Stove/Oven—  Clean inside.  Lift hood to clean under burners.  Pull off stove knobs & clean them. Also under/behind them.  Replace burner plates (If necessary).  Pull out & clean bottom drawer—inside & outside of drawer, sides & behind it. Also clean the floor under it.
- Vent hood: Clean top and underneath. Scrub free of ALL grease and make sure lightbulb works.
- Vents on the stove: Clean/scrub off food, grease, etc.
- Clean microwave (Where applicable) inside & out. Inside of door also.
- Dishwasher: Clean outside & inside—including inside door.
- Refrigerator (If applicable)  Make sure to empty of all food.  Clean inside and out - top and bottom - Include interior & exterior of all drawers & shelving & drawer tracks.  Gently clean anything nasty between the door seals.  Coils in back: Gently vacuum dust off & wipe down coils with a damp rag.  Unplug and leave door open when finished.

**Bathrooms:**  Bathroom 1  Bathroom 2

- Clean light fixture & bulbs (See “Lighting” above).

- Clean/scrub countertops—tops, backsplashes & sides.
- Scrub sink. Clean tops, bottoms & backs of fixtures. Shine fixtures with Windex.
- Clean bathtub/showers. Shine fixtures. Make sure to clean top rim of bath/shower unit.
- Clean toilets (In and out - top to bottom of toilet, seat/lid ),  Hand wipe floors clean behind toilets.
- Clean exterior of cabinets & crevices. Gently scrub off all makeup, hairspray & accumulated dirt. Please make sure not to remove paint/stain.
- Clean/wipe/scrub interior of all cabinets, shelving & drawers. Clean/check inside of cabinet doors also.

#### Walls / Windows / Doors / Switches / Plugs / Laundry / Utility & Miscellaneous:

- Heating/A-C: Please make sure new filters are installed and all vents/registers are hand-wiped clean.
- Smoke detectors: Please place new batteries in all.
- Windows: Windex glass, sills, middle-thresholds (Where the latches are). Clean inside and out.
- Window coverings:  Wipe mini-blinds squeaky clean. No streaks. If blinds are excessively dirty clean in bathtub or replace.  Vacuum curtains ( if applicable).
- Walls: Spot clean only with a damp rag. Do NOT fill holes, try to repair damage or touch up paint.
- Light switches, plug outlets: Wipe down thoroughly using Windex. Leave shiny.
- Doors: Wipe down all crevices and designs that accumulate dust on the front and back of doors. Windex and a paper towel is good for this, Remove all smudges and handprints. Be careful not to scrub off paint.  Wipe tops of door frames.
- Wipe down any laundry/utility room shelves.
- Washer/Dryer Connections: Wipe Clean.

#### Floors:

- Wipe clean top & sides of all baseboards. Scrub lightly if needed.
- Vacuum carpet including inside closets.
- Scrub & Mop all tile/linoleum surfaces.
- Carpet must be ***professionally*** cleaned after you are finished moving and prior to check out. Please leave a copy of your receipt in rental unit. Personal carpet cleaners are not adequate.

#### Porches / Garage / Storage & Yards\*:

(\*Do only what is applicable to your unit. If lawncare is included or you have no pets, those portions can be skipped).

- Porch:  Broom-sweep floors, spider webs or other debris.  Replace exterior lightbulbs that aren't working.  Clean exterior light fixtures.
- Garages, Carport & Storage Unit:  Broom sweep ceilings & walls, get rid of spider webs or other debris  Broom-sweep floors.
- Yards\* (Front & Back):  Mow  Weed-eat  Trim Shrubs  Clean Flower Beds.
- Make sure all pet waste is removed\* and that yard is free of other debris - this includes any cigarette butts.

#### Trash:

- Removed ALL trash from premises. Trash unable to be picked up from the city will need to be hauled off.

If you have any questions as to the type of cleaning we expect please let us know.

Please don't leave *anything* behind - this includes trash, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies or other items.

Don't forget to be sure you have done the following:

Disconnected phone and utility services  
Cancelled all newspaper subscriptions  
Filled out a Change of Address form with the Post Office

Please call (940)399-3900 to arrange for a walk-through inspection and to return all keys. *Please be prepared to leave your forwarding address where we may mail your security deposit.*

We return all deposits by mail to the address you provide within 30 days of move-out. If any deductions are made they will be explained in writing.

If you have any questions please contact us at the above phone number.

We have appreciated your residency.

Very Sincerely,

Walter and Shari Guess-Trustees  
The Guess Living Trust