



SAGE Living by Design LLC

Move Out Cleaning Checklist

Our goal is to provide a clean, healthy and beautiful living environment in all of our apartments. In keeping with this, we expect each apartment to be returned as it was received, in clean, move-in ready condition. We do not perform walkthroughs. A professional cleaning service will evaluate each apartment and clean as necessary, and you will be billed accordingly.

Upon move out, please leave the Move Out Cleaning Checklist and all keys in the SAGE LBD drop box at 575 W 27th Ave. As well, please leave your forwarding information on page 2. All keys must be returned or a charge of \$10 for the first key and \$2 per additional key will be assessed. If a key is a mailbox key and we do not have a copy, you will be charged the cost to have it rekeyed by the post office, currently \$40.

General:		Details:	Kitchen:		Details:
<input type="checkbox"/>	Lighting/fans	Clean and free of dirt/grime/dust esp. on top of fan. Clean out bugs, debris in fixture if applicable. All light fixtures have complete set of working light bulbs. (max 60 W unless otherwise specified on fixture).	<input type="checkbox"/>	Refrigerator	Empty, clean and free of dirt/grime/dust. Clean floor underneath and also clean the backside of dust that can accumulate near the intake fan by carefully rolling the refrigerator straight out.
<input type="checkbox"/>	Walls/base moulding/ceilings	Clean and free of dirt/grime/dust. Spackle holes if larger than pin/tack (easiest to use a fingertip to just get spackle in the hole, not on the wall).	<input type="checkbox"/>	Stove	Clean and free of dirt/grime/dust (stovetop, beneath cooktop and inside oven). If self-cleaning oven, use self-clean mode as instructed (do not use oven cleaners as this damages unit). Remove bottom drawer & clean underneath. Drip pans should be in move in condition or will be replaced.
<input type="checkbox"/>	Outlet/switch plates	Clean and free of dirt/grime/dust.	<input type="checkbox"/>	Counters	Clean and free of dirt/grime/stains including grout.
<input type="checkbox"/>	Smoke detectors	Li Ion batteries in working condition (if battery powered).	<input type="checkbox"/>	Dishwasher	Clean inside and out, including bottom kick plate
<input type="checkbox"/>	Thermostats	Clean and reset to initial programming (55 degrees at all times).	<input type="checkbox"/>	Sink	Clean and free of dirt/grime
<input type="checkbox"/>	Doors/Trim	Clean and free of dirt/grime/dust. Incl. exterior of front door.	<input type="checkbox"/>	Range Hood/Microwave	Air filter/outside/inside clean and free of dirt/grime
<input type="checkbox"/>	Cobwebbing	Incl. in closets/stairways, etc	<input type="checkbox"/>	Cabinets/drawers	Clean and free of dirt/grime/dust.
<input type="checkbox"/>	Windows/mirrors	Clean and free of dirt/grime/dust (incl. window tracks & frame/trim and exterior when easily accessible.)	Bathroom:		Details:
<input type="checkbox"/>	Heaters	Remove and clean faceplate. Use hairdryer or compressed air to blow out heater coils. (Turn off power at breaker panel prior to cleaning.)	<input type="checkbox"/>	Shower/tub & shower door (if applicable)	Clean and free of dirt/grime/soap scum including tub surround. This generally requires a deep clean if regular cleaning has not been done.
<input type="checkbox"/>	Sliding glass door	Clean track, inside and outside of glass.	<input type="checkbox"/>	Cabinets/drawers	Clean and free of dirt/grime/dust.
<input type="checkbox"/>	Flooring	Swept & mopped (or vacuumed if carpet) and free of dirt/grime/marks	<input type="checkbox"/>	Counters	Clean and free of dirt/grime/stains including grout.
<input type="checkbox"/>	Blinds/drapes	Clean and free of cobwebs/dust/dander/dirt/grime/water spots/cat hair.	<input type="checkbox"/>	Toilet	Clean and free of dirt/grime/dust.
<input type="checkbox"/>	Patio	Swept or mopped (if tile) & clean	<input type="checkbox"/>	Ceiling	Clean and free of moisture stains.

If further cleaning is required, cleaning fees of up to \$25/hr will apply.

If you have painted any walls, please consult with us whether you should automatically repaint them back. In some cases, we may be able to rent the apartment without repainting. In this case, you would be required to leave touch up paint in the approved color. If repainting is required, we expect that surfaces be painted to our specifications (color, sheen, etc.) We do have access to discounts on paint and we can provide information upon request. If only minor touch ups are needed (less than one hour), painting is covered in tenancies of more than one year.

Replacement costs will be applied as needed, as will actual billed labor charges for installation/repair work (approx. \$40/hr). Specific trade work, if higher, will be charged at actual billed rates. Rates listed on this page are subject to change based on actual incurred charges.

Professional drape/blind cleaning charges will apply (\$8-10 per drape/blind, \$15-25 for patio blinds) to clean any dust, dander, cat hair etc, as will carpet cleaning if applicable unless tenant provides receipt of professional cleaning. Blinds will be repaired or replaced if damaged and pro-rated based on useful life that was unused. Drapes will be replaced if they are damaged (due to claw marks or stains) and pro-rated based on useful life that was unused. Drapes & blinds are approximately \$45-90 depending on size.

If you have any carpet, carpet cleaning charges will apply as per your lease agreement.

Please notify us if major work will be needed so that we can make necessary arrangements (ie, replacing flooring).

Disposal of large items will be charged accordingly if left in street or trash area.

Please answer a few brief questions in order to help us maintain quality living environments:

What have you enjoyed most about your apartment?

Is there anything you would change or improve?

Can we share any of your comments from above on our website (anonymously)? _____

Tenant Name(s)	Signature(s)	Date
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New Contact Info:	Street/City/State/Zip	Phone
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