

# J&J Real Estate

## MOVE OUT CLEANING GUIDE

In order to receive your full security deposit refund it is important that the **ENTIRE unit be cleaned.** This is a list of items that will be inspected during your move out inspection. This is an outline of what will be inspected; the inspection is not limited to the items listed below. Everything should be cleaned even if not listed on this cleaning guide. If your unit is not cleaned to our standards we will send in professional cleaners to clean the unit. Cleaning will be deducted from the security deposit.

**Don't leave cleaning and packing to the last minute, it will take longer than you think!**

### Kitchen:

\_\_ **Walls:** Wipe down any cooking splatters on walls; wipe off all switches and baseboards, doors and door/window trim.

\_\_ **Floors:** Sweep and mop clean, make sure to clean under counters, appliances and in corners.

\_\_ **Cabinets & Drawers:** Wipe out all shelves inside of cabinets; wipe out drawers and fronts and all sides of cabinets.

\_\_ **Countertops & sinks:** Scrub clean.

\_\_ **Dishwasher:** Wash front of door and edges by seal, run a cycle to clean inside.

\_\_ **Refrigerator:** Wipe clean the entire fridge inside & out. Clean underneath food bins & drawers. Most shelves, racks and food drawers can easily be removed to clean. Defrost freezer (if needed) & wipe clean. If you leave fridge unplugged, you **MUST** prop doors open to prevent it from molding inside.

\_\_ **Stove:** Inside of oven should be cleaned with oven cleaner. If you have an oven with a self cleaning function please remember to wipe out the inside of the oven after using the self cleaning function. Lift stove top and clean under burners, clean top, front, sides, knobs & control panels on stove. Clean the drip pans & rings, replace if needed. Clean the hood & vent fan filter over stove. All grease/food splatters must be gone.

\_\_ **Microwave:** If your unit has a microwave please wipe door, and all parts inside of microwave. If your microwave has a turn table please remove from microwave and clean.

\_\_ **Other:** Clean windows, sills, blinds, switch plates, light fixtures, fan blades, vent covers, pantry/closets, etc.

\_\_ **You must slide the appliances out of place to clean under and behind them. Clean along sides of the appliances as well as the walls & cabinet sides.**

### Bathroom:

\_\_ **Walls:** Wipe any toothpaste splatters from all walls. Wipe down all switches. Clean vent fan and all light fixtures.

\_\_ **Floors:** Sweep and mop clean the entire floor including corners & behind toilets. Wipe down baseboards.

\_\_ **Sinks & Countertops:** Scrub clean. Wipe outside, inside and fronts of cabinet and drawers.

\_\_ **Medicine cabinet:** Clean inside & out, wipe down shelves, wash mirrors and replace any burnt out bulbs.

\_\_ **Toilet:** Clean & sterilize inside of bowl, base, seat, lid, front, sides & top.

\_\_ **Shower/Bathtub:** Clean & sterilize tub, shower walls, fixtures & doors. Remove soap/lime residue, & hard water stains. Remove any shower curtains and throw away.

\_\_ **Other:** Clean windows, sills, trim, blinds, light fixtures, switch plates, vent fans, closets etc.

### Living room/ Bedrooms:

\_\_ **Walls:** Wipe down around light fixtures and doorjamb, wipe down doors, trim & baseboards.

\_\_ **Floors:** Vacuum and /or Mop clean hardwood or tile floors.

\_\_ **Closets:** Remove everything and wipe shelves clean.

\_\_ **Other:** Clean windows, sills, trim, and blinds, switch plates, light fixtures, fan blades, vent covers etc.

### Miscellaneous:

\_\_ **Appliances:** Stoves & fridges must be slid out of place &, cleaned under & behind. Fridges must be propped open if unplugged.

\_\_ **Carpets:** Vacuum

\_\_ **Light fixtures:** Remove fixture covers to clean & replace them, change any burnt out bulbs. Clean ceiling fan blades & fixtures if you have them. Clean vent fans & covers. If you have burnt out fluorescent lights, call the office prior to your move out inspection.

\_\_ **Windows:** Clean the glass inside and out. Vacuum & clean window sills & tracks. This applies to sliding glass doors as well. Clean blinds. If blinds are left greasy or dirty they may be replaced at your expense. If blinds are broken or missing slats they may also be replaced at your expense.

\_\_ **Walls:** Remove all nails, tacks, tape, etc.

\_\_ **Basement:** If basement is unfinished, remove everything, sweep & clean floors, remove cobwebs. If basement is a living area: do regular cleaning.

\_\_ **Garages/storage areas:** Sweep out & clean up any spills. Replace bulbs if needed. Leave openers/keys in unit

\_\_ **Yard/porch/outside:** If you have curb side trash pickup please make sure all trash is in trash cans and cans are placed at the curb. If you have dumpster pick up all trash should be placed in dumpster. Trash collectors will not pick up items not in dumpster. The city will not pick up large items such as furniture left at the curb. Please dispose of any unwanted furniture items; you will be charged for disposal of items left behind if J&J Real Estate has to remove them. All trash should be picked up in the yard, porches, patios and decks. All patios, decks and porches should be swept.

Please remove **EVERYTHING** from your unit. Do not leave anything behind.

**Things to do before you move:**

\_\_ Arrange/ reserve moving truck or storage space if needed.

\_\_ Notify post office of forwarding address, this can be done at post office at no charge or online at the usps.com for a fee of \$1.00.

\_\_ Arrange for utilities to be taken out of your name on the **last day** of your lease.

\_\_ Leave a forwarding address in writing or by e-mail J&J Office for deposit refund.

E-mail: [jjapartments@gmail.com](mailto:jjapartments@gmail.com) J&J Office addresses: 1015 Oakcrest Building I or 624 S. Clinton St #16  
Iowa City, IA 52246 Iowa City, IA 52240

Please note: the person(s) performing move out inspection cannot provide you with any information regarding your deposit or its return. They are there only to do the checkout. You will receive a letter 30 days after the expiration of the lease regarding the deposit refund.

**YOU ARE RESPONSIBLE FOR PROVIDING THE OFFICE WITH A FORWARDING ADDRESS FOR THE DEPOSIT REFUND.**

**\*\*\*\*\*We cannot send your deposit refund if we do not have forwarding address.\*\*\*\*\***

All security deposit questions should be submitted to the office in writing, J&J will not respond to deposit questions over the phone or in the office.