# Atlanta Peach Management Inc.

## CLEANING GUIDE FOR TENANT MOVE-OUT

Please use the following as a guide for cleaning your rental unit when you vacate. At move-out you are not charged for normal wear and tear; however Atlanta Peach Management does not consider dirt in any form within the scope of normal wear and tear.

**A. All rooms**

1. Remove from walls any nails, tacks, anchors, and window covering hangers that you installed.
2. Clean baseboards and corners, being careful to remove all dust and cobwebs.
3. Clean floors and vacuum carpet.
4. Wash off shelves in closets and remove all hangers and shelf lining.
5. Clean light fixture coverings, around light switches and door frames.
6. Clean out fireplace (if applicable).

**B. Kitchen**

1. Clean oven, oven walls and grills, broiler pan, and storage space.
2. Clean vent-a-hood (run through dishwasher if available).
3. Wipe kitchen cabinets and clean inside, outside, and on top. Remove all liners. Handle drawers in the same manner.
4. Clean refrigerator including crisper, walls, containers. Defrost freezer, removing all water. Unplug and leave the door open. Clean behind, on top and underneath, where possible.
5. Clean sink and counter top.
6. Clean floor.
7. Clean light fixture coverings.
8. Remove all cleaning solution residue.

**C. Bathroom**

1. Clean all light fixtures and coverings.
2. Clean medicine cabinet and mirrors (should be free from streaks).
3. Sweep, mop, and clean all vinyl and tile flooring.
4. Thoroughly clean toilet, sink, cabinet, and tub or shower. Remove all cleaning residues.
5. Clean all wall/floor/tub/shower tile, grout and caulk with an appropriate cleaning solution.
6. All soap, dishes, handles, racks, faucets and walls should be free of dirt and stains.

**D. Exterior, basements, out-buildings and yard (if you are responsible for yard maintenance in your lease)**

1. Cut, rake, and remove trash and leaves from yard .
2. Sweep off all porches and decks.
3. Sweep out basement, carport, garage and any out buildings, leaving only those items which came with the property.
4. Place all trash, garbage and debris where garbage company instructs for pickup, or remove from property. If you leave items which the garbage company will not accept, have them hauled off at your expense.

**E. Return keys, access cards and remotes**. In order to return possession of the unit to Landlord, all keys, access cards and remotes must be delivered to Atlanta Peach Management at the move-out inspection, or mailed Certified to us at P.O. Box 1864, Conyers, Georgia 30012. Do not leave the keys, access cards, and garage remotes in your unit. If you do not hand the keys to an Atlanta Peach Management representative, you will continue to incur charges pro-rated by the day according to your Lease.

_____/_____/ _____

Tenant(s) Signature 2nd Tenant(s) Signature Date:

Thank You,

Atlanta Peach Management

Atlanta Peach Management