



Check Out Cleaning and Inspection Guide

Thank you for honoring your rental agreement by giving us your 30 Day Written Notice to Vacate. On this Date _____, the tenant ('s), _____ owe \$ _____

For rent at the property located at _____ up until your Move Out on this Date _____.

WALK THROUGH INSPECTION

Please call our office at least one week prior to the checkout date to schedule your walk-through. This is very important so you can guarantee your walk through date. A walk through can NOT be scheduled on Saturdays, Sundays, or holidays. When you schedule your walk through, you are to have all personal possessions removed from the property. The property should be completely vacant and clean (see bulleted list below) to be ready for the walk-through.

If you are unable to complete a walk-through, please drop off all keys (property/unit, mailbox, laundry room, remotes) by the last date of the notice. To avoid incurring more rent costs, it is necessary to turn in your keys and give full possession to Munras Property Management. You need to supply your forwarding address and telephone numbers at either the walk-through or to our office with your keys in order for your security deposit to be efficiently returned.

To Prepare the Property for Your Walk-Through Please Review the Following:

- **CARPET CLEANING**

Munras Property Management will have the carpets cleaned by a professional and deduct the cost from your deposit. **DO NOT** rent a machine from a store, use home cleaning machines, or employ chemical cleaning. Only professional steam cleaning is acceptable. If you would prefer, call **Art's Carpet cleaning at 394-0943** to receive a reasonable rate. If you hire another carpet cleaner, **BE SURE** the carpet cleaner will guarantee their work to Munras Property Management's satisfaction. The carpet should be cleaned professionally no more than one day prior to you turning over possession of the property. You Must provide Munras Property Management with a receipt at the walk-through if you schedule the cleaning yourself.

- **REPLACEMENTS**

Be sure to replace all light bulbs, appliance bulbs, filters, and smoke detector batteries. These items must be in place and working or you will be charged.

- **PET RESPONSIBILITY - PEST CONTROL**

If you had a pet at the property, Munras Property Management will have the property treated by a professional pest control company and deduct the cost from your deposit. If you prefer, call **Ailing House Pest Control at 624-8211** to receive a reasonable rate. The property should be treated after the carpets have been cleaned. You must provide Munras Property Management with a receipt at the walk-through if you schedule the treatment yourself.

- **DRAPERIES**

DO NOT machine wash draperies. Please have draperies dry cleaned only if you have caused excessive soil or have allowed water damage from open windows.

- **LANDSCAPE**

This applies to any outside areas that apply in your contract. This area is to be neatly mowed, trimmed, pruned, fertilized and watered. All trash and debris need to be removed. Any animal feces are to be picked up and removed whether you have an animal or not.

- **TRASH**

DO NOT fill the dumpsters with your unwanted furniture, mattress, box spring, or any personal items. If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away. If left behind, you will be charged a hauling fee.

- **PAINTING**

We request that you **DO NOT** putty, we request that you **DO NOT** spackle, or touch up the paint. If you paint and it does not match, you will be charged for necessary painting to match the existing paint.



CLEANING

The property must be cleaned extensively throughout the interior and the exterior. This includes windows inside and out, window tracks and sills, doors and door casings, mini-blinds, inside and out of all appliances, light fixtures, ceiling fans, shower doors and track, heater panel and vents, and any cleaning to remove any mildew. Clean and sweep out storage closets, garage or carport, balconies and/or patios.

KITCHEN

Clean inside/out of refrigerator, remove shelves/crisper, and clean behind and underneath

Clean inside/out of cabinets and drawers

Clean and check disposal and dishwasher

Clean stove top, burner grates, drip pans, and under stove top

Clean oven, racks, broiler pan, and control knobs

Clean hood fan, and wall behind stove

Clean sink, faucet, and under sink

Clean floor and baseboards

Wash down walls, doors, casings, and ceiling

Clean windows, tracks, light fixtures, and blinds

LIVING ROOM AND DINING ROOM

Vacuum carpet before the carpet is professionally cleaned

Dust baseboard and wash switch plates

Wash down walls, doors, and casings

Clean window, tracks, blinds, and light fixture

Clean heater covering

BATHROOMS

Clean tub/shower, walls, faucets, door, and track

Clean toilet bowl and tank

Clean inside and out of cabinets and drawers

Clean sink, faucet, mirror and/or medicine cabinet

Clean floor and baseboard

Wash down walls, ceiling, doors, and casings

Clean windows, tracks, light fixtures, and blinds

Munras Property Management

166 Carmelito Avenue, Ste. B, Monterey, CA 93940

Phone: 831-649-6400 Fax: 831-649-6401

munrasproperty.com



Clean fan and wash switch plates

BEDROOMS

Vacuum carpet before the carpet is professionally cleaned

Dust baseboard, wash switch plates

Wash walls, doors, and casings

Clean windows, track, and blinds

Clean light fixtures

Clean closet doors, and shelves

Should you have any questions regarding the **Checkout Cleaning and Inspection Guide**, please call our office. We appreciate your timely notice and your attention to detail during your move out. Please keep us in mind the next time you or your friends are shopping for housing.

Sincerely,
Munras Property Management