



10730 Potranco Rd

Suite 122-484

San Antonio TX 78251

www.resolutionsxv.com

yourfriends@resolutionsxv.com

Move-Out Deep Cleaning Checklist

Purpose of This Checklist:

This checklist is designed to ensure that the 11property is cleaned to the highest standards when you move out. It should be shared with your professional cleaner to ensure all necessary areas are thoroughly cleaned before you return your keys. It is important that all items on this checklist are completed to avoid any additional cleaning charges that could be deducted from your security deposit.

General Cleaning for All Rooms:

- **Vacuum and Sweep Floors:** Ensure all floors are thoroughly cleaned (vacuum carpets, sweep hard floors).
 - **Mop Floors:** For hard floors, mop to remove any dirt, stains, or spots.
 - **Dust All Surfaces:** Dust all shelves, light fixtures, baseboards, and vents.
 - **Wipe Down Walls & Light Switches:** Clean any visible marks or smudges from walls, and wipe down all light switches and outlets.
 - **Clean Windows & Blinds:** Wipe down windows and sills. **Windows do not need to be spotless**, but they should be clean and free of major smudges, dust, or cobwebs. Clean blinds or curtains and spot-clean glass to remove any smudges or streaks.
 - **Remove Trash:** Empty all trash cans, recycling bins, and remove any unwanted items.
 - **Check for Cobwebs:** Inspect all corners, ceilings, and along baseboards for cobwebs.
 - **Clean Doors & Doorknobs:** Wipe down doors and door handles, especially on entryways.
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Living Room & Bedrooms:

- **Carpets Professionally Cleaned: Carpet cleaning must be done by a professional.** Schedule this service before your move-out date and provide a receipt confirming the cleaning.
 - **Remove Wall Hangings & Nail Holes: Be cautious when patching nail holes,** especially if they are larger. Patching larger holes can sometimes result in visible spackle marks, and mismatched paint or sheen may make the wall appear spotty. If you're unsure, it's best to leave the holes as they are or seek advice from a professional. **If you do patch the holes, make sure the paint color and sheen match the original wall finish.**
 - **Clean Light Fixtures:** Wipe and dust all light fixtures, ceiling fans, and bulbs.
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Kitchen:

- **Clean Cabinets & Drawers:** Wipe down the inside and outside of all cabinets and drawers. Remove all dust, crumbs, and any other debris. Don't forget the handles.
- **Clean Countertops & Backsplashes:** Scrub down all countertops, backsplashes, and sink area.
- **Deep Clean Appliances:**
 - **Refrigerator:** Empty and clean the inside, wipe down all shelves, remove any food residue, and clean the exterior. **For refrigerators with drawers, open the drawer fully and check behind it for any leftover items.** Clean behind and under the fridge as well, including the rear area.
 - **Stove/Oven:** Clean stovetop, oven racks, and inside the oven. Use an oven cleaner for built-up grease and grime. Wipe down the oven door. **Move the stove to clean behind it.**
 - **Microwave:** **If the microwave is installed over the stove,** it does not need to be removed. Instead, remove the vent fan filters from the microwave and wash them in the dishwasher or by hand in hot water to remove grease and buildup.
 - **Clean Cabinets Above Stove:** Grease often accumulates above the stove, especially in cabinets directly overhead. Wipe down and clean these areas thoroughly to remove any grease.

- **Clean Stove Knobs & Stove Top:** Grease often builds up on stove knobs and stove tops. Be sure to clean these areas thoroughly to ensure no grease remains.
 - **Dishwasher:** Run an empty cycle with a cleaning product to remove any buildup and wipe the exterior.
 - **Clean Sink & Faucet:** Scrub sink, faucet, and drain area. Remove any buildup and polish the faucet.
 - **Clean Exhaust Fan & Range Hood:** Wipe down the fan and remove grease buildup.
 - **Empty Trash & Clean Bin:** Empty the trash and wipe down the trash can inside and out.
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Bathrooms:

- **Clean Toilet:** Scrub the inside and outside of the toilet, including under the seat and around the base.
 - **Clean Shower/Bathtub:** Scrub tiles, grout, and remove soap scum. Wipe down the faucet, shower head, and tub.
 - **Clean Sink & Countertop:** Scrub sink, faucet, and countertops. Remove toothpaste stains or any other residue.
 - **Clean Mirrors:** Use glass cleaner to wipe down mirrors without leaving streaks.
 - **Clean Cabinets & Drawers:** Wipe down the inside and outside of bathroom cabinets and drawers. Ensure they are free of dust, hair, and other debris.
 - **Wipe Down Light Fixtures:** Dust and clean light fixtures and any vents.
 - **Clean Exhaust Fan:** Wipe or vacuum the exhaust fan to ensure it's free from dust and grime.
 - **Empty Trash & Clean Bin:** Empty bathroom trash cans and clean them if necessary.
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Hallways & Entryways:

- **Clean Walls & Baseboards:** Wipe down walls and baseboards for any dirt, marks, or dust.
- **Clean Front Door & Handle:** Wipe down the door and handle. Clean any marks and fingerprints.
- **Sweep & Mop Floors:** Sweep or vacuum, then mop all hard floors.

Additional Tasks:

- **Air Vents & Filters:** Clean air vents and replace air filters if necessary.
- **Check for Any Damage:** Look for any damage to walls, ceilings, or floors that might need repair (nail holes, water stains, cracks). **If you choose to patch holes, ensure that the patched area blends well with the wall—otherwise, it's best to leave it as is to avoid the potential for spotty repairs.**
- **Patch Up Any Holes:** If you do patch any holes, be aware that poorly done patches or mismatched paint may lead to assessments of damage. If in doubt, leave the holes unpatched.
- **Clean Garage/Basement (If Applicable):** Sweep floors and wipe down any shelving or cabinets.

Additional Charges:

- Any work requiring coordination by the property management company will incur a 10% coordination fee, which will be added to your security deposit charge.
- If the HVAC filter is not changed or if the water softener does not have enough salt, a full service will be performed by a vendor and charged to your security deposit.