



TPM, Inc.

2230 N University Parkway Suite 7A Provo UT 84604

“total property management” SINCE 1976

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WEB SITE ADDRESS: www.tpmrents.com

CLEANING CHECK-OUT INSTRUCTIONS

1. You must give TPM Inc. a 30-day notice in writing prior to the first day of the month in which the term of your contract ends and/or you plan to vacate. The required termination form is available at TPM Inc. All contracts and notice periods end at noon on the last day of the month for which the 30-day notice is given.
2. You must leave your rental unit clean and undamaged. **YOU NEED TO SCHEDULE A CHECK-OUT TIME WITH YOUR MANAGER AT LEAST 5 WORKING DAYS IN ADVANCE.** You should be present for this. Start early.

The following is a general guideline for cleaning and should not be considered complete in all details:

- ___ Carpets vacuumed (TPM Inc. will have the carpets professionally cleaned).
- ___ Stove and Oven – don’t forget to clean under the filter, drip pans, behind, sides, and under the oven.
- ___ Hood fan – top and bottom. No grease spots should be left.
- ___ Fridge – inside, outside, behind, and under.
- ___ Kitchen sink, counter tops, back splash.
- ___ Kitchen walls, ceilings, and baseboards – black marks (comet and a wet rag works great), food, spots.
- ___ Kitchen cupboards – inside, outside, doors.
- ___ Kitchen drawers – inside, outside, corners, tracks.
- ___ Shelf paper – remove any damaged or ripped shelf paper.
- ___ Dishwasher – inside, and outside, edges.
- ___ Sweep and mop tile or vinyl kitchen floors.
- ___ Bathroom sinks and countertops.
- ___ Medicine cabinet – inside and out.
- ___ Bathroom cupboards – inside, outside, doors.
- ___ Bathroom drawers – inside, outside, corners, tracks.
- ___ Bathroom walls, ceiling, and baseboards – black marks, food, spots.
- ___ Clean out all vents – floor vents, bathroom ceiling fans, ceiling vents, intake vents.
- ___ Mirrors.
- ___ Toilets – bowl, back, sides, base.
- ___ Tub/Shower – walls, ceiling, curtain rod, glass windows, fixtures and shower head.
- ___ Sweep and mop bathroom floors and all tile floors, clean the grout.
- ___ Fan blades and light fixtures in all rooms – all light bulbs must be working and/or replaced.
- ___ Blinds, windows inside and out, window tracks (Q-tips or small tooth brush may be needed for small areas and corners).
- ___ Walls, door jambs, baseboards, in all rooms – black marks, finger prints, food, spots...
- ___ Test smoke alarms and CO detectors, and ensure they are working properly.
- ___ Remove all garbage from inside and outside of the unit.
- ___ Clean the storage shed, utility rooms, change furnace filter, etc...
- ___ Sweep driveway, carport, and clean out garage.
- ___ Make sure the yard is mowed, flower beds are weeded, and all outside areas are cleaned up as per your lease.
- ___ Give the manager a self-addressed, stamped envelope.

*Notes: *Pumice stones work great for hard water (ceramic or porcelain only).

* Comet and a wet rag work great for black marks on walls.

*Please be prepared to take care of minor cleaning during check-out to save yourself the re-check fee of \$20.00.

3. Tenants shall return all keys and self-addressed, stamped envelope on the day you are scheduled to move out. You will be charged rent for each day the keys are kept after the scheduled move-out date.

January 2023