

**Apple Property Management**  
**Itemized Checklist of Cleaning Instructions upon Vacating**

**Living/Dining/Bedroom Areas**

- \_\_\_\_\_ WASH MARKS OFF WALLS
- \_\_\_\_\_ WASH BOTH SIDES OF DOORS (INCLUDING METAL PLATES)
- \_\_\_\_\_ REMOVE COBWEBS FROM CEILING, WALLS, BEHIND DOORS, CLOSETS, ECT
- \_\_\_\_\_ WASH BASEBOARDS AND CROWN MOLDINGS
- \_\_\_\_\_ WASH FACEPLATES (LIGHTS & DOOR KNOBS)
- \_\_\_\_\_ WASH INSIDE OF WINDOWS (INSIDE & OUTSIDE OF DECK WINDOWS & SLIDING GLASS DOORS
- \_\_\_\_\_ CLEAN WINDOW & SLIDING GLASS DOOR TRACKS
- \_\_\_\_\_ DUST WINDOWSILLS
- \_\_\_\_\_ WIPE DOWN ALL SHELVES
- \_\_\_\_\_ CLEAN ALL LIGHT FIXTURES
- \_\_\_\_\_ EMPTY/CLEAN CLOSETS
- \_\_\_\_\_ CLEAN TOP OF HEATING VENTS
- \_\_\_\_\_ CLEAN TOP OF WATER HEATER
- \_\_\_\_\_ CLEAN VACUUM FIREPLACE
- \_\_\_\_\_ CLEAN BLINDS

**Bathrooms**

- \_\_\_\_\_ Clean Bathtub and/or Shower enclosure (Shine All Chrome and clean shower tracks if applicable)
- \_\_\_\_\_ Clean Toilet inside, outside and base
- \_\_\_\_\_ Clean Cabinets and Drawers inside & out
- \_\_\_\_\_ Wipe Down all counter tops
- \_\_\_\_\_ Clean all sinks and fixtures
- \_\_\_\_\_ Wash all mirrors
- \_\_\_\_\_ Wash all faceplates
- \_\_\_\_\_ Clean all Light Fixtures & Light Bars
- \_\_\_\_\_ Mop Floors
- \_\_\_\_\_ Wash all Walls
- \_\_\_\_\_ Clean Fan Cover

**Kitchen**

- \_\_\_\_\_ Wash All Counter Tops
- \_\_\_\_\_ Clean All Cupboards & Drawers Inside/Out
- \_\_\_\_\_ Clean Stove Hood Outside, Underneath, Remove & Wash Filter & Light Cover
- \_\_\_\_\_ Clean Stove Top, Remove Knobs to Clean Then Replace
- \_\_\_\_\_ Clean Drip Pans & Burner Rings (Replace drip pans if needed)
- \_\_\_\_\_ Clean Interior and Exterior of Oven

**Itemized Checklist of Cleaning Instructions upon Vacating**

- \_\_\_\_\_ Clean Oven/Stove Drawer
- \_\_\_\_\_ Clean Dishwasher Inside and Out
- \_\_\_\_\_ Clean Refrigerator Inside and Out (Including Rubber Gasket)
- \_\_\_\_\_ Clean All Light Fixtures
- \_\_\_\_\_ Wash All Faceplates
- \_\_\_\_\_ Clean Sink & All Fixtures
- \_\_\_\_\_ Mop /Scrub Floor (Pull out all moveable appliances and clean floor)
- \_\_\_\_\_ Wash All Walls & Ceilings
- \_\_\_\_\_ Wash Inside & Outside of Door if Applicable

**Additional Items**

- \_\_\_\_\_ Replace All Burned Out Light Bulbs
- \_\_\_\_\_ Clean Stationary Tub
- \_\_\_\_\_ Clean Washing Machine Inside and Out
- \_\_\_\_\_ Clean Dryer Inside and Out
- \_\_\_\_\_ Sweep Deck(s) & Storage/Laundry Room
- \_\_\_\_\_ Clean/Mop All Floors Including Entry, Laundry Area & Utility Rooms, etc
- \_\_\_\_\_ Clean Area Around Fireplace and Clean Fireplace
- \_\_\_\_\_ Mow, Trim and Weed Yard
- \_\_\_\_\_ Have All Draperies/Blinds Professionally Cleaned (Must submit receipt of this cleaning)
- \_\_\_\_\_ Clean out Garage
- \_\_\_\_\_ Depose - Remove All Personal Possessions from Property