**Southern Angel Properties, LLC**

**Management: 207-873-9321 \* Leasing: 207-314-4029 \* Maintenance: 207-242-8160**

**www.sangelproperties.com**

**Cleaning checklist for outgoing Lessee**

* **Baseboard heaters** should be vacuumed or free of dust, objects, food, hair, etc. (Vacuum but do not disassemble. Be careful not to bend fins)
* **Trash/dust/debris**, unit should be completely free of this, including closets and cabinets.
* **Blinds** should be straightened, and dusted (or discarded if unsightly and cleaning is impractical.) Please make note of any blinds missing so we can replace them and bill you (Up to $25 per blind depending on size)
* **Bathrooms and kitchens** thoroughly cleaned including behind commode. Remove & dispose of shower curtain but leave rod.
* **Refrigerator,** in/out/top cleaned, left on & an opened box of baking soda inside. Do NOT move refrigerator and vacuum underneath. We will do that later at no charge to you.
* **Stove,** clean top & oventhoroughly, replace drip pans. We can replace for $30 for set/4.
* **Patios/balconies/storage closets/porches** should be swept and free from debris and trash.
* **Fixtures,** such as: Light shades, ceiling fans & receptacle/switch covers cleaned
* **Floors/carpets** swept and washed or vacuumed, carpets steamed if lease specifies.
* **Cabinets/drawers**, clean each one thoroughly. (vacuum wand works great for this)
* **Doors/frames** should be wiped down, including inside/outside of ENTRY door.
* **Mirrors/windows** (including sills and woodwork) should be cleaned (inside only).
* **Leave items**, please leave a note telling us we can dispose of it as we see fit. (Charges will apply depending on how long it takes to remove items and how much it costs to have them hauled away.) All trash should be thrown away, not left in apartment. The unit should be “move in” ready unless repairs are needed that you know we will be doing. Anything placed in or near dumpster that results in extra fees will be billed to Lessee.
* At move in, your apartment was professionally cleaned and inspected. We ask that it be in the same condition when you leave.
* **If you would like us to clean, our rate is $35 per hour. (And our person is quite efficient)**