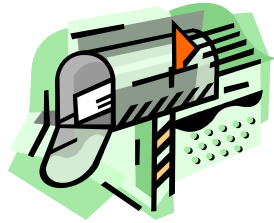




Chapman  
Properties



## Cleaning & Vacating Instructions

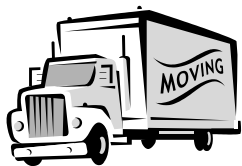
Be sure you give proper notice! You will need to submit your intent to vacate in writing 30 days prior to wanting to move. A "Notice To Vacate" form is available at our office or on our website [www.chapmanproperties.net](http://www.chapmanproperties.net)

It is your responsibility to call Chapman Properties when you expect to be done cleaning so you can schedule a move-out inspection and return keys. Rent will be charged until keys are returned to Chapman Properties regardless of your stated move-out date.

**PLEASE DO NOT HAVE UTILITIES  
TURNED OFF ... TRANSFER THEM BACK  
TO CHAPMAN PROPERTIES!**

Please provide your forwarding address so your deposit refund statement can be mailed to you.

Your refund statement will be mailed to you at the address provided within 30 days following your vacating the property /returning keys, in accordance with Idaho Landlord/Tenant Laws.



**ANY QUESTIONS OR CONCERNS,  
PLEASE CALL  
CHAPMAN PROPERTIES AT 336-5111**

### General Cleaning

- Walls should be washed—marks, scuffs, grease & grime removed.
- Remove all cob webs from walls & ceilings.
- Wall and/or ceiling vent & registers should be washed.
- Clean switch plates.
- Fireplace(s) should be cleaned of all debris.
- Light bulbs should be replaced as necessary.
- Light fixture globes & cover should be washed & put back up
- Binds and/or window coverings cleaned
- Everything must be removed from closets including coat hangers, and shelves cleaned.
- Carpet must be well vacuumed in preparation for shampooing. Carpet is required to be "*professionally shampooed*" - a receipt must be submitted to the office or you will be charged.
- All Floors must be cleaned and mopped.
- HVAC filter(s) replaced & Smoke Detector batteries replaced.

### Yard

- Must be mowed, all beds weeded, well groomed and watered.
- If pets, waste must be cleaned-up
- Trash in cans—placed out for pick-up

### Garage

- Remove all personal items & garbage
- Sweep floor & wipe shelving off

### Kitchen

- Refrigerator should be defrosted, if required—cleaned and left on a low setting. **DO NOT UNPLUG!**
- Range should be completely cleaned—including broiler pan. Remove Drip pans and clean under the underneath surfaces. Drip pans are required to be replaced and will be charged to you if not replaced.
- Exhaust fans and overhead light should be free from grease & dirt, including screen.
- Dishwasher interior should be wiped out including around the inside of the door.
- Microwaves should be wiped out & cleaned.
- Garbage disposal should have ice ran through it to clean blades & deodorize.
- Kitchen floor cleaned & mopped
- Cabinets and drawer fronts cleaned. Interior of cabinets wiped out.

### Bathrooms

- Tub, shower, basin and toilet should be cleaned and sanitized.
- Tile washed and grout cleaned.
- Glass Doors cleaned & soap scum removed.
- Exhaust fans taken down & cleaned.
- Vanity & cabinets cleaned.
- Bathroom floors mopped and cleaned.
- Faucets & Fixtures polished.

