

# R. M. Property Management

## *INSTRUCTION TO NEW & DEPARTING TENANTS*

To: \_\_\_\_\_

Tenant \_\_\_\_\_

Property Address \_\_\_\_\_

Tenant \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Upon vacating the above referenced property, please adhere to RMPM's policies by leaving the property as clean as possible after vacating in order to avoid any unnecessary charges to your account for cleaning, debris removal, etc. After the property has been thoroughly cleaned and you have removed your belongings, please contact our office to arrange to return all keys, remote/s and miscellaneous devices to arrange for a move-out inspection.

You are expected to vacate the premises on-or-before the day stated in your written 30-day notice in order to avoid any scheduling conflicts or additional charges. In addition, please provide us with a forwarding address so we can mail any refundable security deposit monies to you. If applicable, we will withhold any lawful deductions for necessary cleaning and/or repairs in excess of ordinary wear and tear. After we have completed a scheduled inspection of the entire property and, after you've returned all keys and/or devices, we will compute your deposit balance, itemize any applicable charges and return all monies owed you within the 21 days allowed by California law.

Please do not hesitate to call our office with any questions you may have.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature/s

### **\*\*Cleaning Requirements:**

#### **Kitchen – Thoroughly clean the following**

1. Refrigerator: interior, shelves, crispers, coils under refrigerator
2. Vacuum & wet mop floor
3. Interiors and surfaces of all cabinets
4. Counters and faucet fixtures
5. Range, burners, knobs, oven interior & oven door, racks & drip pans
6. All light fixtures of dirt and dust

#### **Bathrooms– Thoroughly clean the following**

1. Toilet bowl, seat & tank
2. Chrome fixtures, light/s, fan and mirrors
3. Interior of medicine cabinet
4. Floor/s, all tile surfaces and baseboards
5. Shower and/or bathtub grout

#### **Living Room, Dining Room & Bedrooms– Thoroughly clean the following**

1. Vacuum rugs and professionally steam clean
2. Wipe all baseboards
3. Remove marks from walls and doors
4. Remove picture hangers/hooks/nails
5. Wipe drapery rods and window blinds
6. Clean mirrors, windows, window tracks and sills - dust window screens
7. Vacuum and dust closet floors/closet tracks and shelves - remove clothes hangers
8. Clean patio door and track
9. **Remove all boxes, litter and debris from premises**

#### **Exterior, garage & yards**

1. Mow, trim and weed yards and planters
2. Remove cobwebs from garage and exterior of house
3. Clear any debris or garbage from exterior areas
4. Bring garbage, recycling & yard waste to curb for final scheduled pick-up (for your account)