

Morris Apartments Checkout and Cleaning Requirements

1. Clean the apartment per the attached list of "Cleaning Requirements".
2. UTILITIES:
 - Turn heat down to the 50 degree setting in the kitchen & bathroom. Turn off the heat in the bedrooms and close doors.
 - Take your name off of the electrical utility account when you leave and have them put Morris Apartments (c/o Wayne W. Stuchlik) as the responsible party. Do this at the Rocky Mt. Power office in Laramie.
3. Lock the apartment and garage.
4. Leave keys on kitchen counter top OR mail them to:

Wayne W. Stuchlik
27930 CR 20.5
Rocky Ford, CO. 81067
Phone: 719-254-7565
5. The apartment will be inspected after you vacate; every effort to re-rent the apartment as soon as possible will be made.
6. Your deposit (less cleaning & repair charges if applicable) will be returned within 30 days after your vacancy. Any pro-rated rent if applicable will also be returned at that time.

CLEANING REQUIREMENTS WHEN VACATING

LIVING ROOM

1. Vacuum carpeting.
2. Wipe heating baseboards.
3. Wipe closet shelf and door.
4. Wash windows, clean out dirt in window sills.

KITCHEN

1. Clean interior and exterior surfaces of all appliances i.e. range, vent hood, dishwasher & refrigerator. Clean under range burners, controls, burner rings, drip pans and under and behind both range and refrigerator. The top of the range lifts up for cleaning.
2. Wipe fluorescent light fixture lens, clean and replace vent hood light bulb with 60 watt max. light bulb, wash and clean vent hood filter.
3. Empty out, clean and wipe all cabinet drawers, shelves and cupboards.
4. Clean and wipe countertops.
5. Clean and wipe off grease on all wall areas.
6. Wipe heating baseboards.
7. Sweep and mop floor.

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BATHROOM

1. Clean bathtub, shower surround and faucets.
2. Clean toilet, lavatory & faucet.
3. Clean base cabinet and wall vanity inside and out. Clean mirror.
4. Clean light fixture and replace any burnt out light bulbs with 40 watt new bulb.
5. Clean exhaust fan.
6. Sweep and mop floor.

BEDROOMS

1. Vacuum carpeting.
2. Wipe heating baseboards.
3. Wipe closet shelf and doors.
4. Wash windows, clean out dirt in window sill.
5. Clean light fixtures, replace burnt out light bulbs with 60 watt max. new light bulb.

ALL ROOMS

1. Remove all nails , tacks, etc. from walls.

General Note:

1. After tenant move-out, the Landlord will arrange for the carpets to be professionally cleaned. The cost of that cleaning will be deducted from your damage deposit per the lease agreement.
2. Any areas to be found not clean by the Landlord will be cleaned by a professional cleaning service at the cost of \$20.00 per hour and that cost deducted from your damage deposit refund.

DO NOT LEAVE LARGE ITEMS LIKE FURNITURE AT THE DUMPSTERS (or in the garage). The trash company will not haul them away. The cost to haul large items to the dump will be deducted from your damage deposit.

FREQUENTLY MISSED CLEANING/ CHECK OUT ITEMS

1. Light bulbs not replaced.
2. Behind range and refrigerator not cleaned.
3. Kitchen grease not cleaned off walls.
4. Baseboard heaters not wiped clean.
5. Furniture or large items left by dumpster.