

**ADDENDUM FOR  
MOVE OUT AND CLEANING INSTRUCTIONS**

Lessee is required to make a move out appointment with Lessor. If Lessee fails to attend the move-out appointment, Lessor shall have the right of charging Lessee a “no show” fee of up to \$50.00.

Security deposits will be returned by mail to Lessee’s last known address. Only one check will be issued made payable to all Lessees whose signatures appear on the Lease.

The return of Lessee’s security deposit is subject to the following provisions and cleaning guidelines.

1. **Terms and Conditions.** All terms and conditions of the Lease must be satisfied. This includes payments of all late fees, legal fees, maintenance fees, and/or delinquent rent. All keys must be returned on or before the day the Lease ends.
2. **Cleaning Guidelines.** The entire dwelling and leased property must be thoroughly cleaned and all trash and debris removed according to the following guidelines:
  - a. All belongings including coat hangers, trash, boxes, soap, toilet paper, shower curtains, etc. must be removed from the unit and from outside the unit and properly disposed of in the property’s dumpster (if any) or by removal from the property. No property or trash shall be left at curbside.
  - b. All carpets must be vacuumed; all hardwood floors cleaned, waxed and buffed; all vinyl floors cleaned of all dirt. (Call the management office regarding any special care required for floors.)
  - c. All windows and mirrors must be cleaned.
  - d. All surfaces including walls, doors, baseboards, windowsills, light switches, and receptacle covers must be cleaned of all dirt, dust, and grease.
  - e. All light fixtures (interior and exterior) must be cleaned of all dust, bugs, and cobwebs. All screens must be cleaned of dust or dirt.
  - f. The interior and exterior of all kitchen appliances (including stove, range hood, refrigerator, and dishwasher) must be cleaned of all grease, dirt, dust, and cleaning residue. All knobs, burners, lights, exhaust fans, broiler pans, racks, windows and burner pans must be thoroughly cleaned and free of grease. Refrigerator must be defrosted and cleaned after removal of all water, frost, and ice. Leave refrigerator turned off and door open. Ranges and refrigerators should be pulled away from the wall to facilitate the cleaning of the appliance side and to enable the cleaning of the floor and cabinet sides.
  - g. Reflector pans under range burners are probably easier to replace than to clean. We suggest picking up replacements at Wal-Mart, Target, or K-Mart.
  - h. Kitchen cabinets and drawers must be cleaned of all food residue, handprints, and grease. All contact paper and glue residue shall be removed. All sinks and countertops must be cleaned of residue and stains.
  - i. All bathroom surfaces must be thoroughly cleaned of any hair, mildew, or dirt. Floors must be mopped.
  - j. All chrome fixtures including faucet handles, shower heads, medicine cabinets, towel racks, soap dishes, and/or toothbrush holders must be cleaned.
  - k. Toilet bowls, bases, and tanks must be thoroughly cleaned.
  - l. Tubs and shower stalls must be cleaned of all stains, rings and soap residue. All tile and grout must be scrubbed free of mildew and soap residue. Shower curtain should be disposed of. Do not use abrasive cleaners on fiberglass.
  - m. Balconies, patios and storage areas must be cleaned.

Lessor’s definition of “clean” is simply that every square inch of every appliance, counter, cabinet, fixture, wall, tile, and floor must be scrubbed free of any and all dirt, with a detergent, and rinsed free of all residue.

**CLEANING AND REPAIR CHARGES**

If Lessee fails to clean the items listed below and leave them in satisfactory working order, Lessor will deduct cleaning and repair charges from Lessee’s security deposit or bill Lessee if said security deposit is not adequate to cover such cost. The charges below are representative only (i.e., not all inclusive) and are estimates. The actual cost to clean or repair said items could be higher and some charges might not be listed below.

<b><u>KITCHEN CLEANING</u></b>			
<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Stove Top	\$25.00	Stove Hood	\$10.00
Oven	\$30.00	Dishwasher	\$20.00
Microwave	\$20.00	Disposal Cleanout	\$25.00
Floors	\$35.00 and up	Cabinets	\$15.00
Drawers	\$15.00	Fridge/Freezer	\$40.00
Sink	\$10.00	Counter Top	\$15.00
<b><u>BATHROOM CLEANING</u></b>			
<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Shower doors	\$15.00	Tub/Shower	\$25.00 and up
Cabinets & Drawers	\$20.00 and up	Vanity Top	\$20.00
Mirrors	\$3.00 each	Toilets	\$25.00 each
Floors	\$10.00		
<b><u>LAUNDRY ROOM CLEANING</u></b>			
<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Floor	\$15.00	Lint Removal	\$10.00
Washer/Dryer	\$10.00		
<b><u>MISCELLANEOUS</u></b>			
<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Drip Pans	\$8.00 each	Carpet Cleaning	\$95.00 and up
Trash Removal	\$25.00 per bag	Large Abandoned Personal Property	\$50.00 each
Drywall Repair	\$40.00	Air Vents	\$5.00 each
Fan Cleaning	\$10.00 each	Painting Due to Damage	\$50.00 and up
Vacuuming	\$25.00 per room	Dusting	\$25.00 per room

**REPLACEMENT CHARGES**

In the event that any item is missing or damaged beyond reasonable repair Lessee must replace such item(s) or such item(s) and the accompanying labor will be deducted from Lessee’s security deposit or billed to Lessee if

said security deposit is not adequate to cover such cost. The charges below are representative only (i.e., not all inclusive) and are estimates. The actual cost to repair or replace said items could be higher.

<b>Item</b>	<b>Cost</b>	<b>Item</b>	<b>Cost</b>
Window Glass	\$100.00 and up	Patio Door Glass	\$150.00
Window Screens	\$35.00	Patio Screens	\$35.00
Keys	\$100.00	Ceiling Fan	\$75.00
Fire Extinguisher	\$25.00	Toilet Seats	\$25.00
Vinyl Flooring	\$100.00 and up per room	Appliances	\$300.00 and up
A/C Unit	\$500.00 and up	Cigarette Smoke Damage	\$500.00 and up
Cabinet Doors	\$50.00 and up	Garbage Disposal	\$65.00
Mirrors For Bathroom	\$60.00	Doors	\$125.00 and up
Light Fixtures	\$50.00	Counter Tops	\$250.00
Mini Blinds	\$25.00	Towel Racks	\$15.00 each
Carpet	\$150.00 and up per room	Broken Thermostat	\$65.00 and up
Switch/ Receptacle Plates	\$5.00	Switches/Receptacles	\$20.00 each
Door Stops	\$5.00 each	Door Knobs	\$50.00

Lessee acknowledges, understands and accepts the above-referenced charges, and further acknowledges, understands and accepts that this addendum is a part of Lessee’s Lease with Lessor.

The undersigned Lessee(s) acknowledge(s) having read and understood the foregoing.

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Lessee

\_\_\_\_\_  
Date

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Lessee

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Date

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Lessee

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Date