



HILLCREST INVESTMENT GROUP

241 29th Street, Oakland, CA 94611

www.HillcrestApartment.net

Cleaning and Checkout Instructions

Thank you for your tenancy. To help you organize your move out and cleaning, we have put together a list of the cleaning you need to complete prior to move out. When scheduling your appointment, see below; please give us 2-3 days notice. Last minute calls for a walk through, especially after business hours, cannot be guaranteed.

1. Have carpet *professionally cleaned*. We recommend J. C. Carpet at 925-382-8660.
2. Clean blinds. We use Orchid Services for all blind cleaning if you would like us to arrange that on your behalf (fee charged to your security deposit).
3. Do not dispose of large items in the dumpsters (i.e., furniture, appliances, electronics). Removal/disposal of any items left will be charged to you. Our website (www.HillcrestApartment.net) lists recycling options, many of which are free.
4. Do not patch holes; we will professionally patch/paint.
5. Clean oven, burners, broiler pan, under top and storage compartment. For oven use the products recommended by the manufacturer.
6. Refrigerator & dishwasher cleaned thoroughly inside and out.
7. Scrub marks off all walls—especially bathroom and kitchen.
8. Clean light fixtures.
9. Clean kitchen Formica countertops with an all-purpose cleaner; clean kitchen granite countertops with water or a stone cleaner with a neutral pH. Clean faucets and behind faucets. Shine metal. Check garbage disposal. Clean rubber attachment on disposal.
10. Wipe out shelves and drawers, and then wash the outside of the cupboards.
11. Bathroom sink, toilet, and tub scoured. Scrub grout (tile bathrooms only).
12. Do NOT use any abrasives (cleaners or scrubbers) on granite kitchen countertops or cultured marble shower walls/vanity.
13. Clean hair from tub and skink drains.
14. Clean mirror(s).
15. Dust/clean heater vents.
16. Vacuum and mop kitchen & bathroom floors including all around baseboards. Clean hardwood floors with wood floor cleaner only.
17. Wash inside of windows.

Please make an appointment with the Building Manager @ 510-891-9584 (or the Owner at diane@HillcrestApartment.net) to *schedule an appointment* to review your unit, turn in keys and garage opener. Missing keys are charged at \$10/key and the garage openers are charged \$50/opener. Keys must be turned in on time. *Rent will be at a per diem rate until the keys are turned in.*

Thank you!