

Heartland's Move-out Cleaning Instructions

Name _____ Pioneer or Mariah (circle) Apt. # _____

Read through the instructions before you start cleaning.

Cleaning Supplies you might want to purchase are: Dawn dish soap, magic eraser, SOS pad, 2 pumice stones*, glass cleaner, paper towels, heavy-duty non-scratch scouring pad, all-purpose cleaner, degreaser, toilet bowl cleaner, and hard water cleaner (the best is Lysol disinfecting lime and rust toilet bowl cleaner - the black and gray bottle. You can use it on any hard water stain.) **Please do not only use disinfectant wipes - each item needs to be DEEP cleaned.** *Use a pumice stone as a last resort. Get the end wet, and gently scrub the toilet bowl water buildup or the bottom of the oven to remove years of burnt-on food. Be careful not to damage any surface. **PLEASE DO NOT USE ANY MAGIC ERASE SPONGES, it takes off the paint.**

- **Call or text to schedule a walk-through by calling or texting 208-656-5363.** During the walk-through, items you may have missed will be pointed out and you may be given the opportunity to correct them.
- Remove all your belongings from the apartment BEFORE your check-out date/time.
- Apartments with ESA animals (approved or otherwise) will be subject to additional deposit deduction equal to the current cost of pet treatment(s) necessary. Currently \$20 per treatment.
- The final damage and cleaning assessment will be completed by a Heartland staff member after all tenants have checked out of the apartment.

For Staff fill-out ONLY:

Kitchen

Clean Y/N	Minimum Charge	Item to clean	Expectations/Cleaning Tips No visible build-up of grease, food, or other residual substances. Do not unplug any appliance.
	\$20	Cabinets Outside/Inside/top	Empty all cupboards. Wash the outside and inside of the cupboards, including the doors, with a multi-purpose cleaner . Remove everything from under the sink. Wipe down the cupboards with a degreaser , rinse and dry. Scrub the tops with a multi-purpose cleaner and degreaser .
	\$5	Counter Tops	Wipe down all counters, including the top of the edges along the walls, with an all-purpose cleaner .
	\$15	Floors: Sweep, Mop & Clean Baseboards	Sweep the floor. Mop by using a multi-purpose cleaner and towel dry. Wipe down baseboards and use a rag for scuffs.
	\$5	Fan & Light Fixtures	Dust and wipe down the fan, its blades, and light fixtures with a degreaser .
	\$10	Pantry/Doors	Remove everything from the pantry and wipe it down with an all-purpose cleaner , including the door and door knob. Sweep and mop.
	\$15	Refrigerator/Freezer	Make sure all food is removed. Defrost freezer. Wipe out all drawers, shelves, and walls with dish soap and hot water, and then dry. Clean the sides and tops of fridge/freezer doors as well as the top and sides of the seals. Wipe off the top of the fridge. Use glass cleaner to clean the front of the fridge/freezer doors. Move the fridge forward and sweep and mop underneath before moving back.

	\$10	Sink: Get all hard water off	Use a hard water cleaner and a scrubber to get all scum and hard water off. Dry off the sink and faucet.
	\$20	Stove	Pull coils out and set them on the counter (do not get wet). Take range bowls out and clean them in the sink with SOS pads . Wipe off the top and sides of the stovetop, as well as the back control panel around the knobs, with a degreaser and then dry. Lift up the top of the stovetop and clean under it with a degreaser and a pumice stone for tough spots. Rinse with a wet rag, dry, and put the top back down. Put dry range bowls back in the correct holes and then plug in the dry coils. Pull out the drawer and clean and mop the floor. Wipe down the drawer. Clean the stove top filter under the hood. Let sit in the sink with hot water and dawn dish soap ; scrub and rinse. Take oven racks out and clean them in the sink or tub with an SOS pad and rinse. Spray the inside of the oven with a degreaser , and use an SOS pad and/or a wet pumice stone to get the burned food areas cleaned. Use a wet rag to rinse off the residue. Wash the outside and sides of the oven door with glass cleaner . If the appliance light is burned out, we will replace it, but please let us know through a maintenance request on TurboTenant.
	\$15	Walls/Baseboards/Ceiling /Lights/Outlets	Wipe down with a wet rag sprayed with all-purpose cleaner (caution - not dripping wet) and only contact the surface to avoid shock. If there are scuff marks, use a lightly wet rag and then dry the area afterward.
	\$5	Washer/Dryer	Clean lint trap. Remove any trash or dirt from around the machines (including the hot water heater.) Wipe down the washer and dryer. It should be empty and free of mold and odors. DO NOT PULL OUT THE WASHER/DRYER , as it could damage the floor or vent.
Total	\$120		

LIVING ROOM

Clean Y/N	Minimum Charge	Item to clean	Expectations/Cleaning Tips
	\$15	Blinds	Dust and wash blinds on both sides. Clean with an all-purpose cleaner and a wet rag to get in between layers. Use caution not to bend or break individual slats.
	\$10	Carpets or LVT Flooring	Vacuum, including corners and along walls. If you have LVT, mop with an all-purpose cleaner , rinse, and dry. All carpets will be cleaned as part of your non-refundable deposit. If applicable, there will be an additional cost for an ESA treatment and/or damages related to an ESA animal.
	\$10	Door	Clean both sides of the front door frame with a multi-purpose cleaner and rag/sponge where needed. Don't forget the door knob too.
	\$10	Fan & Light Fixtures	Dust and wipe down the fan, its blades, and light fixtures with a degreaser .
	\$15	Walls/Baseboards/Ceiling /Lights/Outlets	Wipe down with a wet rag sprayed with all-purpose cleaner (caution - not dripping wet) and only contact the surface to avoid shock. If there are scuff marks, use a lightly wet sponge or rag and then dry the area afterward.

	\$5	Windows & Sills	Wash windows, sills, and tracks. Clean glass with glass cleaner but do not remove the screen or glass.
	\$5	Vents	Wipe off all vents close to the ceiling. If needed, take them down and wash them in the sink with soapy water and dry them.
Total	\$70		

Bedrooms

Clean Y/N	Minimum Charge	Item to clean	Expectations/Cleaning Tips
	\$15	Blinds	Dust and wash blinds on both sides. Clean with an all-purpose cleaner and a wet rag to get in between layers. Use caution not to bend or break individual slats.
	\$10	Carpets or LVT Flooring	Vacuum, including corners and along walls. If you have LVT, mop with an all-purpose cleaner , rinse, and dry. All carpets will be cleaned as part of your non-refundable deposit. If applicable, there will be an additional cost for an ESA treatment and/or damages related to an ESA animal.
	\$5	Door	Clean both sides of the door, frame, door knob, and door edge with a multi-purpose cleaner and rag and or sponger where needed.
	\$5	Fan & Light Fixtures	Dust and wipe down the fan, its blades, and light fixtures with a degreaser .
	\$15	Walls/Baseboards/Ceiling /Lights/Outlets	Wipe down with a wet rag sprayed with all-purpose cleaner (caution - not dripping wet) and only contact the surface to avoid shock. If there are scuff marks, use a lightly wet sponge or rag and then dry the area afterward.
	\$5	Windows & Sills	Wash windows, sills, and tracks. Clean glass with glass cleaner but do not remove the screen or glass.
Total	\$55		

Bathroom

Clean Y/N	Minimum Charge	Item to clean	Expectations/Cleaning Tips
	\$15	Floors: Sweep, Mop & Clean Baseboards	Sweep floor. Mop by using a multi-purpose cleaner and towel dry. Wipe down baseboards and use a rag or sponge for scuffs.
	\$5	Hardware	Wipe down hardware, towel rack, etc., with glass cleaner .
	\$15	Light Fixture/Vanity &	Clean the Vanity drawers inside and out with a multi-purpose cleaner .

		Sink	Clean the mirror and light fixture with glass cleaner . Wipe down the countertop. Replace light bulbs with matching vanity bulbs.
	\$10	Toilet	Clean the inside of the toilet, so there is no ring by using toilet bowl cleaner and a pumice stone . (Be careful not to damage any surface.) Clean outside the toilet, lid, and base with a multi-purpose cleaner .
	\$25	Tub	Scrub, so there are no hard water spots , stains, or soap scum. Use a hard water cleaner or multi-purpose cleaner .
	\$15	Walls/Baseboards/ Ceiling/Lights/Outlets	Wipe down with a wet rag sprayed with all-purpose cleaner (caution - not dripping wet) and only contact the surface to avoid shock. If there are scuff marks, use a lightly wet sponge or rag and then dry the area afterward.
Total	\$85		

Repairs Needed

Assessment observations and comments (Heartland staff only)
Was an animal(s) also residing in the apartment? Yes / No
<p>Damages or Missing Equipment: 3 smoke detectors \$15 each and 1 fire extinguisher \$50, window screens in good condition (missing \$20, damaged \$10); nail holes & paint (repaired by maintenance team) Acceptable Nail Holes are 10 per apartment, any more will be charged \$5 per hole.</p>

Returnable items

Charged	Left Keys Y/N	Cost Per Key	Keys Issued
		\$20 per Key	2 Apartment Keys (if applicable)
		\$40 per Mail Key	2 Mail Keys
		\$10 per parking pass	1-2 passes issued (please circle)

Total fees:

Fees will be taken from the available deposit if the following requirements are not met. Should that deposit be insufficient, you will be billed for additional charges.

Amount Charged	Reason	Max Charge
	ESA carpet cleaning	\$20
	Cleaning fee	\$225
	Smoke detectors missing/damaged	\$45 (\$15each)
	Fire extinguisher missing/damaged	\$50
	Window Screen missing/damaged	\$60
	Nail holes (# of holes past 10:_____)	\$5 per hole
	Returnable items	\$140
	Disposal fee	\$25
	Apartment damages	
	Total	

Tenant fill-out:

I acknowledge that I agree to assume all cleaning and damage charges assessed at checkout and during the final walk-through. By signing this check-out form, you agree that you will leave the apartment in clean condition and in good repair and that any personal items left in the apartment and/or outside the dumpsters after check-out are subject to a **\$25 disposal fee** and immediately become the property of Heartland Apartments. You agree that any and all damages have been reported, and you understand that any damages and/or uncleanliness will be billed to you. You also understand that the final assessment of damage charges will be done by the staff after all tenants have checked out.

Signatures of Tenant _____ **Date:** _____

Signatures of Tenant _____ **Date:** _____

Cleaning Inspection by: _____ **Date:** _____

Address where deposit should be sent (please write clearly)

Name
Address
City, State, Zip