



## CHECKLIST FOR VACATING YOUR UNIT/PREMISES

The following terms and conditions are hereby incorporated in and made a part of the Residential Lease or Month-to-Month Rental Agreement, dated \_\_\_\_\_, for the Premises known as \_\_\_\_\_, in which \_\_\_\_\_ is referred to as Lessee and \_\_\_\_\_ is referred to as Lessor.

Your security deposit is refundable, per the terms of your Residential Lease Agreement or Month-to-Month Rental Agreement, depending on the condition of the unit upon vacating and having met all terms of said agreement.

**We encourage you to hire a professional cleaner** or spend time cleaning your unit, and to consult with The Becker Group if you have any questions and/or problems. If we have to hire a professional cleaner, to return your unit to the condition it was provided for your move-in, they are \$100.00 per hour with a minimum one hour charge for touch-up cleaning. We highly recommend using our professional cleaning vendors for your move-out cleaning. Many tenants find it saves them time and money to make sure the cleaning requirements are met.

**Your cleaning MUST cover, but is not limited to, the following:**

- All windows to be cleaned inside and outside, screens brushed clean (except windows that cannot be reached from the outside).
- Any torn and/or broken screens must be replaced.
- Drapery rod hardware dusted, drapes cleaned, and/or blinds cleaned.
- Clean tracks of sliding doors and windows.
- Porch, patio and/or balcony cleaned.
- Doors: inside and outside cleaned.
- Clean any and all hard surface floors throughout the unit.
- Vacuum and professionally shampoo all carpets. **This must be completed by a truck-mounted carpet cleaning vendor. Provide The Becker Group, Inc. with a copy of the paid invoice.**
- If a refrigerator is supplied, defrost and empty water, clean inside and outside, bottom grill, drip pan, underneath and behind.
- Stove/Oven – clean completely inside and out [under burners, drip pans, etc.]. Stove hood top and underneath. Light and grease shield, walls and floors under and next to the appliance.
- If a dishwasher is supplied, clean front and interior.
- All bath fixtures, ceramic tile, caulking, shower pan, tub, sinks, faucets, medicine cabinets, etc.
- All light fixtures throughout the unit, interior and exterior.
- Baseboards around rooms and trim over doors and throughout the unit.
- Clean handprints, markings, cobwebs, debris, food from woodwork, walls, and all hard surfaces in the unit.
- Clean inside and exterior surfaces of all cabinets, drawers, closets, cabinets.
- Empty entire Premises, interior and exterior of all debris and personal property.
- The unit should be completely empty and deep cleaned upon your final departure.

**Walls/Paint: what is considered above normal wear & tear?**

- Nail or screw holes and/or other larger holes or scrapes in the wall.
- Water damage caused by hanging plants, furniture scrapes, crayon marks, food/liquids...
- Filling in holes with spackle or other materials, creating a polka-dot, non-matching color, look or texture.
- Unauthorized paint colors.

**IMPORTANT NOT TO FORGET**

- Notify the USPS, utility companies, telephone companies and any other services you have used, of your departure and arrange to pay and/or forward all your final bills.
- Lessee is deemed in possession of the Premises and rent will continue on a daily basis, until the keys are surrendered to an agent/employee of The Becker Group, Inc.
- AVOID DELAYS - make sure that we have your correct **forwarding address**. A check for your deposit refund will be mailed to you within three (3) weeks after you have vacated the premise, unless you've made other arrangements with us. **ALL Lessees names will be on one check.**

By: The Becker Group, Inc., Agent \_\_\_\_\_ date\_\_\_\_\_

**The Becker Group, Inc.**  
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(805) 653-6794 . info@beckergrp.com \_\_\_\_\_ date\_\_\_\_\_