



**PABST, KINNEY & ASSOCIATES, INC.**

A Real Estate Brokerage and Property Management Company

**General:**

- Walls should be washed or marks removed, including streaks above heaters.
- Holes in the walls should be filled with spackle and the wall wiped clean of excess spackle.
- If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted
- Remove all cobwebs from walls and ceilings
- Wall and ceiling vents should be vacuumed and/or washed
- Clean the switch plates
- Floors in the kitchen and bath or any linoleum should be cleaned
- Blinds should be cleaned
- Light bulbs should be replaced where needed
- Light covers should be removed from light fixtures and cleaned
- Everything must be removed from closets (including hangers) and shelves need to be cleaned.

**Kitchen:**

- Range should be completely cleaned, including broiler pans
- Clean stovetop, panel and dials
- Drip pans must be cleaned. Replace if they do not appear new after cleaning
- Clean under and behind stove
- Clean under and behind fridge
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door
- Clean inside and outside surface of microwave
- Defrost refrigerator. If applicable, and remove any water. DO NOT TURN OFF FRIDGE WHEN VACATING
- Clean inside refrigerator and under crisper drawers
- Clean all countertop surfaces
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean sink and faucet fixtures
- Wipe down all pantry shelves
- Clean light fixtures and covers
- Wipe off all electrical covers
- Clean all walls, including ceilings and corners
- Mop floor
- Wipe down all baseboards
- Clean doors and around frames
- Clean vents on floors or wall



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**LIVING ROOM**

- Clean electrical outlet covers
- Clean light fixtures and covers
- Vacuum carpet and edges by baseboards
- Clean walls, ceiling and corners
- Clean windows, window sills and tracks
- Clean doors and around door frames
- Clean all vents on floor or wall
- Clean out closet and wipe down shelves
- Remove any cobwebs

**BATHROOMS:**

- Tiles should be washed and grout cleaned
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors
- Tub, shower, sink and toilet should be cleaned and sanitized
- Glass door, if applicable should be cleaned so all of the soap scum is removed
- Exhaust fans should be cleaned
- Clean bathtub, shower walls and fixtures
- Clean soap dishes and wipe down towel bars
- Thoroughly clean toilet inside and out
- Wipe down all counter tops
- Clean and wipe out all drawers
- Clean electrical outlet covers
- Clean electrical outlet covers
- Clean light fixtures and covers
- Clean walls, ceilings and corners
- Remove any cobwebs

**GARAGE**

- All trash needs to be removed from the premises
- Clean any stains from floor using an appropriate cleaner
- Sweep floor

**MISCELLANEOUS:**

- Clean ceiling fan blades and draperies
- Replace any dead smoke detector batteries
- Remove hooks, ceiling hooks, mounted mirrors etc that you installed. Properly patch holes.
- Remove all paper towel holders, adhesive (if you installed)