



Move-In/Move-Out Checklist and Acknowledgement

These are our conditions for move-in/move-out cleanings. Please sign this form as confirmation of your understanding of our policies.

1. You **MUST** be present at the beginning **AND** end of each move-in/move-out cleaning to conduct a walkthrough. If you are not present for the end-of-appointment walkthrough with our crew, there is no guarantee of work. In this case, we will not be able to provide a refund under any circumstances. You are responsible to attend the walkthrough and approve the work done, prior to our team leaving the premises. We promise to address your concerns while on-site, if possible.
2. If you are using a Living Social voucher for a move-out cleaning you **MUST** pay a \$40 appliance cleaning fee. If you book a Living Social deal without informing us that it is a move-out prior to arrival, we will not conduct the appointment. You **MUST** disclose that you are using the voucher for a move-out prior to arrival, you **MUST** have this signed checklist with you upon arrival, and you **MUST** pay the \$40 appliance cleaning fee.
3. You must read and review the checklist provided here. If you have tasks you want to add to this list they must be submitted **IN WRITING** prior to the appointment taking place or we will not perform those items.

During move-in or move-out cleaning visits, the following services are typically included:

Kitchen

- Clean interior and exterior of cupboards and drawers
- Clean interior and exterior of all appliances
PLEASE run the self-clean feature on your oven the night before! It takes 5 hours to run and several hours to cool down
- Clean interior and exterior of refrigerator (the internal pieces will be broken apart, washed, and put back in). Stainless cleaner will be used to shine exterior.

Common Areas (Living, Family, Media, Dining Rooms, Hallways & Foyers)

- Wipe baseboards
- Touch up walls
- Clean window sills and interior windows
- Vacuum/dust & damp-mop floors
- Clean door jambs and switchplates

Bathrooms

- Scrub tile shower thoroughly all the way to the tub
- Scrub tub, shine chrome
- Clean and sanitize toilet
- Clean sinks, vanity, and counters
- Touch up walls
- Clean door jambs and switch plates



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Closets

- Touch up walls (may not be able to remove all marks)
- Wipe baseboards
- Vacuum/dust & damp-mop floors
- Remove cobwebs

Please print and sign this document and present to our staff at the time of move-in/move-out cleaning.

I understand and agree to the terms and conditions set forth in this document. I agree that I will abide by the conditions set forth as they pertain to my move-in/move-out cleaning.

Name (print)

Signature

Date