

Date: [Date]

To: [Tenant Name]

Property Address: [Property Address]

Dear [Tenant Name],

As your lease agreement is coming to an end on [Move-out Date], we would like to provide you with a cleaning checklist to ensure the return of your security deposit. The property must be returned in the same condition as it was at the start of your tenancy, minus normal wear and tear.

General Interior

- Remove all personal belongings and trash.
- Vacuum all carpets and rugs.
- Sweep and mop all hard flooring.
- Clean all windows, sills, and tracks.
- Wipe down baseboards, door frames, and light switches.
- Remove cobwebs from corners and ceilings.
- Clean all light fixtures and replace burnt-out bulbs.

Kitchen

- Clean the inside and outside of the oven and stovetop.
- Clean the microwave inside and out.
- Defrost and clean the refrigerator and freezer (leave plugged in).
- Clean all cabinets and drawers (inside and out).
- Scrub the sink, faucet, and countertops.
- Clean behind and underneath appliances where possible.

Bathrooms

- Scrub and disinfect the toilet, bathtub, and shower.
- Clean all mirrors and medicine cabinets.
- Clean the vanity, sink, and drawers.
- Ensure all tile grout is free of mold and mildew.

Exterior (If Applicable)

- Sweep the porch, patio, or balcony.
- Remove any trash or debris from the yard.
- Ensure the garage or storage unit is empty and swept.

Please return all keys, including mail keys and garage remotes, by [Time] on [Move-out Date]. A move-out inspection will be conducted on [Inspection Date/Time].

If you have any questions, please contact [Landlord/Manager Name] at [Phone Number].

Sincerely,

[Your Name]

[Property Management Company]