Date: [Insert Date]

To: [Tenant Name]
Property Address: [Insert Property Address]

Dear [Tenant Name],

As your lease agreement is nearing its end, we would like to provide you with a comprehensive cleaning checklist to ensure the property is returned in excellent condition. Following this guide will assist in the full refund of your security deposit.

General Areas (All Rooms)

- Remove all personal belongings and trash.
- Clean all windows (inside and out), tracks, and sills.
- Dust and wipe down all light fixtures and ceiling fans.
- Remove cobwebs from corners and ceilings.
- Clean all light switches, power outlets, and door handles.
- Wipe down all baseboards, door frames, and internal doors.
- Vacuum all carpets and mop all hard floors.
- Repair any holes in walls and touch up paint if required.

Kitchen

- Clean oven (interior and exterior), racks, and grill tray.
- Clean stovetop, burners, and range hood filters.
- Degrease the backsplash and countertops.
- Clean the dishwasher (including filters).
- Empty and wipe out all cupboards, drawers, and pantry shelves.
- Clean the sink, faucets, and drain area.

Bathrooms and Laundry

- Scrub and disinfect the shower, bathtub, and wall tiles.
- Remove any soap scum, mold, or limescale.
- Clean and sanitize the toilet (including the base and cistern).
- Clean mirrors and medicine cabinets.
- Wipe out vanity drawers and cupboards.
- Clean laundry tub and dryer lint filters.

Outdoor Areas

- Sweep patio, balcony, or porch areas.
- Remove any weeds from garden beds and mow the lawn.
- Clean out the garage or carport of any debris or oil stains.
- Ensure all trash bins are empty and cleaned.

Please ensure all keys, including gate remotes and mail keys, are returned by [Insert Move-out Time] on [Insert Move-out Date].

Sincerely,

[Your Name/Company Name]
[Your Contact Information]