

## **CHECK-OUT CLEANING AND REPAIR RECOMMENDATIONS**

- 1. Remove all personal items and trash from the residence and yard.**
- 2. Clean appliances thoroughly, including underneath when possible.**
- 3. Clean and disinfect all cabinets, sinks, tub/showers and toilets.**
- 4. Clean all windows including tracks and secure all screens. Clean drapes, miniblinds and curtains.**
- 5. Mop floors to remove stains, marks and dirt.**
- 6. We want to remind you that Professional carpet cleaning is required by Oregon Laws. DO NOT use rental machines. Please use a professional carpet cleaning service. IF YOU ELECT TO USE A CLEANING SERVICE YOU MUST PROVIDE A RECIEPT AT THE TIME OF THE KEYS BEING RETURNED.**
- 7. If it has been your responsibility to do the yard care, you should mow, trim and water as needed before key return.**
- 8. Have repaired by a professional any damage that may have occurred during your tenancy.**
- 9. Discontinue utility services that you pay. Make arrangements to have your trash picked up if you are responsible for that service.**
- 10. All smoke alarms must be up and in working condition to avoid the \$ 250.00 smoke alarm tampering fee.**

### **IMPORTANT:**

**\*\*\* Return all door keys to our office, located at 2707 Broadway Ave. North Bend, OR 97459. After hours you may drop them in our night slot to the left of the door on the deck. Leave all mailbox and laundry room keys inside the unit, as well as any garage door openers.**

**\*\*\* Be sure to give us your forwarding address to mail your security deposit report. The final report will be sent to you within 30 days after you have returned the keys.**

**If you wish we will give you names of cleaning and repair people.**

**Please call us if you have any questions. Thank you for your cooperation.**