



102 East Baldwin • Spokane, WA 99207 • (509) 325-2127 •

FAX: (509) 328-5341

Tenant

Reference: Termination of Tenancy

Dear Tenant:

Watson Management is in receipt of your notice to vacate the rental dwelling you presently rent from us. In anticipation of you vacating, we make the following recommendations to you:

- Review your rental contract and property condition report.
- Turn your keys into our office at 102 E Baldwin by midnight of the last day of March 2009. (There is a mail to the right of the front door for after hour delivery.) Rent will continue to accrue until keys are returned to Watson Management Co., Inc.
- Provide a receipt that shows all carpets were professionally cleaned immediately prior to you turning in keys.
- Review the attached *Cleaning Suggestions At Move-Out* lists.
- Provide Watson Management Co., Inc., with your forwarding address to refund your deposit to.

By following these steps you will maximize the return of your deposit. Should you have any questions, Please call our office.

Sincerely

WATSON MANAGEMENT CO., INC.

Cleaning Suggestions At Move-Out

The following checklist is a suggested guideline for cleaning of the Premises prior to turning in your keys at the end of your tenancy. Although this list is very comprehensive, some of the items may not apply to your unit, *and the list may not be complete in all cases*. Other cleaning may be required. Additionally, you are reminded that you must provide a receipt from a licensed, professional carpet cleaning service evidencing that all carpets were cleaned in accordance with your rental contract.

General (applies to all areas of the house/duplex/apartment):

Have carpets professionally cleaned and provide a copy of the receipt to our office.

Replace any missing or burned out light bulbs with the same size and style of bulb that was originally in the fixture.

Make sure all battery-operated smoke detectors and CO2 detectors have batteries.

Clean all light fixture covers.

Clean all cold air returns and heat vent covers.

Clean all light switch covers.

Clean fingerprints from all doors, door frames, door knobs, walls.

Dust the tops of all door frames, window frames, moldings and sills.

Clean inside of all windows and outside of all windows that can be reached from the ground.

Clean all door and window tracks.

Clean all window coverings. Keep in mind that some drapes are not machine washable and must be dry cleaned to prevent damage.

Sweep and mop all floor surfaces that are not carpeted.

Kitchen (in addition to general):

Pull range and refrigerator out and clean and mop under and behind them. (Top of some ranges lift up for cleaning.)

Refrigerator: Clean inside including under crispers, coils on back of refrigerator, kickplate and condensation tray underneath, defrost freezer.

Range: Clean burner pans and area under burner pans.

Clean oven. Wipe out all residue from cleaner. If the range has a self-cleaning oven, do not use oven spray as it will damage the finish.

Clean top and sides of range and storage drawer.

Clean control panel.

Replace oven or control panel bulbs if needed.

Clean exhaust fan over range, outside and underneath. Sometimes a degreaser is necessary. Clean the filter and reinstall.

Wipe out all cupboard shelves and all drawers, including in corners. Clean outside of all cupboards and drawers.

Clean sink, strainer baskets.

Bathroom (in addition to general):

Clean toilet inside and out.

Clean tub and/or shower and tile. Wipe out any residue from cleaning products.

Clean mirror, medicine cabinet, sink, countertop, towel bars.

Basement (in addition to general):

Remove cobwebs

Dust appliances, water heater, furnace and duct work.

Replace furnace filter if more than one month old.

Yard:

Mow yard.

Weed flower beds.

Sweep deck and/or patio if applicable.

Clean exterior light fixture covers.

Garage/Carport:

Follow general guidelines.

Clean any oil spills or stains with kitty litter, then remove litter just before leaving.

This checklist is for your use and convenience:

Living Room

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Fireplace

Dining Room

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Fireplace

Kitchen

- Mop Floors
- Mop Under Range
- Mop Under Refrigerator
- Wash Windows
- Range, including sides
- Refrigerator
- Dishwasher
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Wash Walls
- Drapes/Blinds
- Dust Sills, oil if necessary
- Knobs/Switches
- Sink
- Countertops
- Cabinets, in & out
- Drawers
- Range Hood, bulb, filters

Bathroom # ____

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Sink/Vanity
- Toilet
- Tub/Shower
- Towel Bars
- Medicine Cabinet/Mirror
- Cabinet/Drawers

Bathroom # ____

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Sink/Vanity
- Toilet
- Tub/Shower
- Towel Bars
- Medicine Cabinet/Mirror
- Cabinet/Drawers

Hallways

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills

- Knobs/Switches
- Cold Air Return

Bedroom _____

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Closet Rods/Shelf

Bedroom _____

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Closet Rods/Shelf

Bedroom _____

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Closet Rods/Shelf

Basement

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls

- Window Covering
- Door/Window Sills
- Knobs/Switches
- Closet Rods/Shelf
- Furnace Filter _+x____
- Cobwebs

Family Room

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Fireplace

Laundry

- Floors
- Windows
- Woodwork
- Fixture Covers
- Replace Burnt Out Light Bulbs
- Walls
- Window Covering
- Door/Window Sills
- Knobs/Switches
- Laundry Tub
- Washer
- Dryer

