

Magic City Property Management, LLC
518 Grand Avenue
Billings, MT 59101
(406) 259-2293

Date: _____

To Tenant in Possession _____

Rental Premises at: _____

Note: All carpets must be professionally cleaned and a receipt must be provided.

Tenant move out cleaning instructions:

KITCHEN:

- Pull stove away from the wall, clean the wall, sweep, and mop floors (DO NOT MOVE GAS STOVES)
- Remove oven racks and spray oven with oven cleaner OR set the self clean oven feature, wipe out oven with damp towel.
- Degrease stovetop, control knobs and stove/grease hood.
- Lift up stovetop and clean under, **REPLACE** burner pans if you cannot get them clean.
- Wipe out ALL cabinets (inside and front of cabinets) , bread board, and drawers including stove drawer.
- Spray blinds (foaming cleaner works the best), wipe blinds and clean window ledges.
- Wipe out refrigerator and freezer with baking soda water, and don't forget to clean crisper drawers.
- Spray and clean baseboards, sweep, mop and rinse the floor.
- Scrub clean sink, clean the countertops and backsplash.

BATHROOM:

- Scrub clean shower walls, bathtub, sink and toilet.
- Clean out medicine cabinet and clean mirrors.
- Spray blinds (foaming cleaner works the best), wipe blinds and clean window ledges.
- Spray and clean baseboards, sweep, mop and rinse the floor.

BEDROOMS:

- Spray blinds (foaming clean works the best), wipe blinds and clean window ledges.
- Spray and clean baseboards, vacuum the floor and if necessary, mop the floor.
- Wipe off closet shelf.

LAUNDRY ROOM/UTILITY ROOM:

- Pull out washer and dryer, **be careful not to disconnect dryer vent hose or washer hoses**, clean floor underneath and wipe down washer and dryer.

GENERAL:

- Wipe down **ALL** switch plates, door handles, marks on walls and entryway/hallway doors.
- Turn on **ALL** lights, clean all globes/fans/fixtures and replace any burnt-out light bulbs.
- Test **ALL** smoke alarms and carbon monoxide detectors, if applicable replace batteries.
- Sweep and mop entryway (vacuum if applicable).

YARD/DECK/GARAGE/SHED:

- Remove ALL personal belongings and clean up debris.
- Pick up any dog waste and dispose of it properly.
- Check outside light bulbs, replace bulbs if applicable.
- Leave any remotes inside the unit on the kitchen counter.
- If responsible for yard care, make sure grass is mowed and/or leaves raked and disposed of.
- Clean up any garbage left around the dumpster.

**WHEN CLEANING IS FULLY COMPLETED, PLEASE CALL OUR OFFICE TO SCHEDULE YOUR MOVEOUT
INSPECTION AT (406) 259-2293**

Magic Property Management

By: _____

Tenant: _____