



Community Corp.  
of SANTA MONICA

## **Moving Check List**

The following is a checklist to help you prepare your apartment for the maximum return of your security deposit (minus all applicable fees). At Community Corp's discretion, any cleaning and/or carpet shampooing fees may be waived provided resident present Community Corp. prior to final move-out with a detailed receipt from a bonded and reputable cleaning company for all the required procedures listed below. If you have any questions or concerns, contact your building's resident manager.

### **KITCHEN**

- Remove everything from and thoroughly clean the refrigerator/freezer, cabinets, drawers, shelves, and closets. Any shelf paper should be removed.
- Kitchen sink, faucet and counters must be thoroughly clean and free of any hard water stains or soap scum.
- Drawers, cabinets, shelves, and closets must be clean and free of dirt, grease or nicotine build up.
- The range/oven must be clean inside and out, including broiler pan, drip pan, and under the burners.
- Dishwasher (if applicable) must be empty, clean, and free of any standing water at the bottom.

### **BATHROOM**

- Remove everything from and thoroughly clean inside cabinets, drawers, and medicine cabinets. Any shelf paper should be removed.
- Countertops, sinks, toilet bowls, tub and shower, including shower door and tracks must be thoroughly clean and free of hard water/mildew stains and soap scum.
- Remove any decals in tub and/or shower.
- Mirrors must be clean.

### **FOR THE REST OF THE APARTMENT**

- All non-carpeted areas must be swept and washed clean.
- Carpets must be vacuumed clean and shampooed with professional equipment.
- Patch and sand all nail holes with spackle. Bring any large holes to your manager's attention.
- Smoke detectors must be vacuumed out, free of dust and working properly. Install a new battery if current battery is dead.
- Clean all light switches, outlet plates, thermostats and light fixtures.
- Replace any missing or burned out light bulbs.
- Clean all windows, window seals, window tracks, and verticals or mini blinds.
- Patio must be swept clean, hosed down, and free of any debris and weeds.
- Fireplace and mantel (if applicable) must be cleaned out and wiped down.
- Storage lockers and carports (if applicable) must be empty and cleaned.

When done cleaning the premises, return all keys and garage remote (if applicable) to your manager or the Community Corp. office.

#### **Note:**

- Your rent liability does not end until all keys and garage remotes are returned.
- It is recommended you schedule a checkout walk-through with your resident manager ahead of time.

Thank you for your anticipated cooperation.

### **COMMUNITY CORPORATION OF SANTA MONICA**

1423 SECOND STREET, SUITE B, SANTA MONICA, CA 90401 (310) 394-8487 FAX 395-4336



Equal Housing Opportunity

