

## **Cleaning Guidelines**

All Units must be **COMPLETELY EMPTY** before a Check-Out Inspection takes place.

All deposits are charged for cleaning floors/baseboards if they're dirty, with costs divided between roommates. Carpets are professionally cleaned by our contractor. If carpet needs spot treatment due to stains prior to cleaning, damage fees will be assessed.

-Hardwood: **Vacuum** flooring. Damp mop with Swiffer for Wood Floors or Murphy's Oil Soap only.

-Carpet: **Vacuum** only. -Vinyl: Sweep & mop.

-If applicable, you signed an Additional Items form agreeing to provide new shower curtain liners and stovetop burner pans for incoming tenants. Please provide new liners for us to install for the next group of tenants. Purchase "Heavy Weight" Shower Curtain liners with metal grommets & leave them for us to install. If new shower liners are not present at time of check out, we will replace and deduct from your deposit. Purchase new electric stove top burner pans (black) & leave them for us to install. If a package of new burner pans is not present at time of check out, we will replace and deduct from your deposit. Some units may take 2 sets in order to have enough small burner pans.

- -Bedrooms floors, walls, doors and closets should be clean. If you used sticky mounts, putty or tacks on walls, please remove. If we have to remove them and the residue, deposits are charged. If the walls are damaged from removal, deposits are charged for repair.
- -Heavy cleaning may be required for ovens, stove tops/burners/lift tops, refrigerators, dishwasher, MW.
- -Kitchen cupboards (inside & out) should be cleaned; counters washed; kitchen floors swept & washed.
- -Bathroom showers, toilets (seats, tank, behind and floor) & sinks cleaned & disinfected. Bathroom floors and baseboards should be swept and washed. In showers and tubs, we'll be looking for them to be white again.

If you prefer or are required to have a professional cleaning for your unit, there are 3 approved vendors we use: Modern Cleaning: Carmen Matta, <a href="mailto:carmenmoderncleaning@gmail.com">carmenmoderncleaning@gmail.com</a>; Debra Smith Cleaning: 312-439-0567; and Krystal Clean: 812-391-9798

Please remember we expect the unit to look as it did at check-in, and if it does not, tenants may still be charged by IUStudentApts, despite paying the cleaning service.

\*If you are required to have your unit professionally cleaned for allergens and sprayed for fleas due to possession of ESA, please review details in the RAA ESA Agreement. Additional necessary information will be provided in your Check-Out Packet.

Thank you! IUStudentApts Management