



HAMMER PROPERTIES NW

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Dear Tenant(s):

Thank you for allowing Hammer Properties NW to meet your rental needs. This letter should help provide a smooth transition.

ALL keys must be returned by NOON to the office on the expiration date of the lease or you will be charged for an extra day in accordance with your lease. Please leave a forwarding address and a contact phone number when returning the keys.

Your apartment must be thoroughly cleaned before you leave. Failure to do so will result in cleaning charges that amount to \$60/hour. Please use the cleaning list below as a guide.

CLEANING LIST

Refrigerator

1. Remove ALL FOOD from freezer & fridge
2. Wash insides with warm water. Make sure the inside is spotless.
3. Remove all drawers, wash in warm water—dry and replace
4. Wash and dry outside of fridge—including the top
5. Move out from the wall and clean underneath---DO NOT TURN OFF
6. Dust off grill at the bottom
7. If you do not have a frost free freezer, you must thaw out the ice. Leave plenty of time to clean up the ice and excess water as it melts.

Stove

1. Remove racks, broiler pan, & drips pans. Soak in hot, soapy water-scrub if necessary. Dry and replace.
2. Clean/Scrub inside of oven, top of stove, under the top, under heating elements, and pan drawer.
3. Wash and dry outside of stove
4. Remove bottom drawer and clean underneath stove.
5. Scrub the range hood and exhaust fan. Clean filter

Cabinets/Drawers/Sink/Countertops

1. Remove all items
2. Wash inside and out. REMOVE/CLEAN ALL STICKY SUBSTANCES
3. Wipe all drawers with damp rag. REMOVE/CLEAN ALL STICKY SUBSTANCES
4. Scrub sink with comet or other cleaner.
5. Clean all countertops

Bathroom(s)

1. Clean tub, tile or surround around the tub. SCRUB OFF ALL SOAP SCUM, DIRT, & MOLD
2. Clean inside/outside of toilet. MAKE SURE TO CLEAN UNDER & BEHIND

3. Clean/scrub sink and all fixtures
4. Clean inside all cabinets & drawers
5. Clean all mirrors

Laundry

1. Remove all items from washer/dryer
2. Remove all lint from dryer
3. Clean inside of washer for any soap residue
4. Clean behind & under washer/dryer—sweep the sides if unable to move
5. Wipe down the outside of washer/dryer

Miscellaneous

1. Wash all light fixtures (globes & covers)—dry and replace—bugs and dust build up in these
2. Clean all outlet covers—Electrical & Lighting
3. Replace all burnt out light bulbs—Inside & Out
4. Clean inside/outside of dishwasher
5. Clean windows, window sills, and window tracks (including sliding doors)
6. Wipe down exhaust fan covers in bathroom(s)
7. Wipe down all closet shelves (bedrooms, hallway, bath, etc.)
8. Wipe down all doors (inside & out)—both interior and exterior doors
9. GARAGE—Remove all debris and sweep out
10. Make sure all items that are not part of the apartment are removed and properly disposed.
11. Vacuum all carpeted areas
12. Clean/dust all blinds
13. Scrub/Clean all vinyl floors
14. Dust all baseboards

Garbage

All garbage must be dumped and removed prior to vacating. If garbage or recyclables are left in the containers after vacating, you may be charged to have this dumped. The best bet is to take the last bags of garbage / recycling to the dump.

Sanitary Service (The garbage company) does not pick up beds, desks, couches, etc. If any of these items are left you will be responsible for paying labor & dump fees

Keys

All keys (including mailbox, garage, garbage) must be returned by NOON of the expiration date of the lease to avoid paying for a lock change. NO EXCEPTIONS

THIS LIST MAY NOT BE ALL-INCLUSIVE AND THERE MAY BE OTHER AREAS WHICH NEED ATTENTION.

IF IN DOUBT...CLEAN IT

THE HOUSE/APARTMENT SHOULD BE LEFT IN A CONDITION WHERE THE NEXT TENANT CAN MOVE IN RIGHT AWAY WITHOUT ANY ADDITIONAL CLEANING