



**EMERALD PROPERTY & MANAGEMENT LLC**

**3215 COACHLITE AVE  
PORTAGE, MI 49024  
(269) 317-2057**

**Cleaning Inspection**

**Address** \_\_\_\_\_ **Date** \_\_\_\_\_

- Kitchen-**
1. stove, clean top and inside all burner trays
  2. oven (inside and outside)
  3. refrigerator (inside and outside)
  4. wipe down cupboards (inside and outside)
  5. sink
  6. countertops
  7. floor
  8. baseboards

- Living room(s)-**
1. wood floors
  2. carpet
  3. baseboards

- Bedrooms-**
1. carpet/wood floors
  2. closets
  3. baseboards

- Bath Room(s)-**
1. sink
  2. bathtub
  3. toilet
  4. floor
  5. baseboards
  6. drawers/shelves/vanity, etc.

- Common areas, halls, stairs, etc.-**
1. carpet/wood floors
  2. shelves
  3. closets
  4. baseboards

**Window blinds in all rooms-** window coverings are the responsibility of the tenant

**Basement-floor swept, free of all clutter and possessions, wipe down washer/dryer**

**Linoleum/Wood Floors:** free of crumbs, dirt, scuffs, hair, etc.

**Carpet:** free of loose particles, vacuumed

**Sinks:** free of hair, crumbs, build up of any kind.

**Shower/Tub:** free of hair, crumbs, build up of any kind on walls and bottom of unit.

**Toilet:** free of hair, build up of any kind, and filth.

**Baseboards:** free of dust build up (swipe with finger), spots/spills are wiped clean.

**Refrigerator/oven/stove:** free of crumbs, spills, and build up of any kind, inside and out.

**Basement-** Clean any mess as a result of living in the property, including rubbish (dryer lint, garbage, empty bottles, etc.)

**Wipe washer and dryer. Tenants are NOT responsible for cobwebs, dirt resulting from crumbling walls.**

Comments \_\_\_\_\_

The property was found to be in superior condition with regard to cleanliness. All areas were thoroughly cleaned and inspected by the new tenant(s) upon move-in.

This is the condition in which the property should be maintained throughout the remainder of the lease year. In particular, during showings for the following lease year, the property must be kept clean and free of clutter. Should this be neglected, cleaning will be hired at the tenants expense for each showing.

We will schedule an inspection of the property mid-year and more often if necessary. Please file and refer to this form when preparing for the inspection and especially when preparing to vacate the property at the end of the lease year.

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_