



Contract Cleaning Guidelines

This agreement is drawn between _____ (Hereinafter referred to as Resident) and Balfour Beatty Communities, LLC (Hereinafter referred to as Contractor).

The resident living at _____, has agreed to pay the Contractor for cleaning services to be provided upon termination the above mentioned housing unit. The payment must be received in full by money order, cashier's check, Visa or MasterCard in the amount of \$_____ (a pre-determined cost) due to size as noted below prior to final inspection.

Once the agreement has been made and all monies have been paid, the Resident's final inspection will reflect approval in the cleaning category. It is still the Resident's responsibility to repair any damage caused by negligence or misuse and return the exact number of keys issued for the home. All repairs must be completed prior to final inspection or charges to repair may be assessed to your account. Any damages must be repaired by resident. Also, a **superficial** clean is required.

If all items in the Inspection Standards of Cleanliness attached herewith have been fulfilled, then the resident will be cleared from housing on the date of the final inspection and the Contractor will bring in the cleaning subcontractor to clean the home after it is vacated.

Cleaning prices are as follows including tax:

Apartments	\$270.63
1500-2300 gross square feet	\$351.41
2301-3000 gross square feet	\$432.50
3001 – 5000 gross square feet	\$513.59
5001-8000 gross square feet	\$594.69
8001-10,000 gross square feet	\$675.78

Move Out Date: _____

I have read, understand and accept the terms and conditions of this agreement.

Resident Signature

Leasing Specialist Signature

Inspection Standards of Cleanliness and Conditions at Move-Out

In order to avoid any delays in the clearing of your housing and to prevent you from incurring charges, the following guidelines should be followed prior to the final inspection of your home:

WALLS AND CEILINGS:

- Remove scuffmarks and food from walls and baseboards.
- Repair any damage caused by decals or wallpaper.
- Residents are responsible for \$50/room as the paint back fee for any rooms not painted white.
- Remove all crayons/markers and pencil/pen markings from walls.
- All nails and picture hangers should **NOT** be removed.

WINDOWS, DOORS, MEDICINE CABINETS, WALL CABINETS:

- Be sure window coverings (shades/blinds) provided at move-in are not damaged and properly placed in windows.
- All storm windows, doors and screens must be in place.
- Remove all contact paper and shelf paper.
- Remove all child locks from cabinets.

CARPET and FLOORS:

- All carpeted areas will be professionally cleaned including carpeted stairs. A receipt must be provided as proof of cleaning.
- Residents may elect to clean carpets with a rented machine. A receipt for the machine rental, shampoo and pet deodorizers must be provided. Carpets must also be stain free and presentable.
- **Note:** If pet odor is present at time of final inspection, carpet replacement charges will be assessed. Also, all carpets must be dry at final inspection.
- The second option is to write a check to Royalty Carpet for the amount of the carpet cleaning. (Price Ranges from \$150.00-\$209.99) Please see separate handout from Royalty Carpet for details.
- All other floors must be broom swept.

FIREPLACE(S):

- Must be free of ashes, dust and dirt.

ATTIC AND STORAGE AREAS:

- All personal items must be removed and area will be broom swept and cobwebs removed.

APPLIANCES:

- Be sure that all items are removed from refrigerator and freezer and that it is wiped clean.
- Be sure that oven and range top, including drip pans are wiped down.

INDOOR LIGHT FIXTURES:

- Replace burnt out light bulbs.
- Replace damaged switch and receptacle plates; they must be paint-free.

EXTERIOR:

- Sweep front and back patios and stairs.
- All trash cans (regular and recyclables) must be empty and hosed clean.
- Please clean up all trash, debris, and animal waste from the yards.
- **Note:** Repair yard damage. Grass should be growing in areas destroyed by pets or children.
- All fenced in yards must be mowed.
- Pull weeds from flowerbeds in front and backyard; Leaves and twigs should be bagged and disposed of on trash day prior to final inspection.

GARAGES, SHEDS and BASEMENTS: (If Applicable)

- Remove all personal property and thoroughly sweep out area.
- Remove dirt, dust, spider webs, spilled paint, and grease stains from shelves and floors.