

RNV MANAGEMENT SERVICES
9400 VANGUARD DRIVE SUITE B
ANCHORAGE, AK 99507

Dear Resident,

In anticipation of your upcoming move, we will be inspecting your unit for the following items that pertain to your unit:

- ✓ Cleaning of Apartment Interior
 - Floors are swept and mopped
 - Microwave is cleaned, both the inside and outside (if you have a microwave)
 - Clean the counter tops, walls, cabinets (inside and out), **and** sink fixtures
 - Refrigerator/Freezer
 - Pull the fridge out and clean underneath and behind
 - Wipe down the interior/exterior of fridge
 - Range/Oven
 - Wipe down exterior and **under** the fan/light fixture
 - Clean the inside of the oven and under burners
 - **Pullout**/clean the bottom drawer, and clean underneath the oven
 - Pull the stove out and clean the sides of the stove (if possible)
 - Clean the stove “bowls” under the coil rings on top
 - Bathroom
 - Clean toilet bowl and around toilet base
 - Wash bathroom floors and walls
 - Thoroughly clean shower stall, bathtub **and** Glass doors (if applicable)
 - Clean inside and outside of all cabinets/drawers
 - Windex Bathroom mirror
- ✓ Vacuum and wipe down around the washer/dryer and fixtures, clean the cabinets and exterior of the washer and dryer (if you have a washer/dryer)
- ✓ Wash inside and outside of all doors, wipe down trim along the walls and above the doors (the front door needs to be included, please)
- ✓ Dust water heater tank in the Closet
- ✓ Wash the inside of all windows **and** dust the blinds
- ✓ Wipe down heat registers
- ✓ Make sure the Storage unit is empty and cleaned (if you have a storage unit)
- ✓ We also will make note of any damage to the entire unit

There is a **\$35-/hour charge for ANY additional cleaning that we need to do in your unit.**

Sincerely,

Elena Harman
R.N.V. Management Services