

MOVE-OUT CLEANING REQUEST FORM

**PREMIUM
PROPERTIES**

6522 TELEGRAPH AVENUE
OAKLAND, CA 94609
510.594.0794 OFFICE

WWW.PREMIUMPD.COM

REAL ESTATE SERVICES
INVESTMENTS • PROPERTY MANAGEMENT
LEASING • DEVELOPMENT • SALES & BROKERAGE

Resident Name: _____

Address: _____

Phone #: _____

Email Address: _____

Apartment Type & Size **Apt:** ____ **Bedrooms** ____ **Baths** **Loft:** ____ **Ft²**

Lease Expiration Date: _____

Dear Premium Properties:

I authorize you to hire on my (and my roommates') behalf the following move-out services (check all that apply):

House Cleaning **Carpet Steam Cleaning**

My unit will be 100% completely moved out and ready for the cleaners on:

Date: _____ **@ Time:** _____

I recognize that the unit must be completely empty and free of any debris before any services can begin. Additional hauling charges will apply otherwise. I also should have already performed my final inspection and turned in my keys with a representative of Premium Properties. I recognize that there is no guarantee that all stains will be removed after steam cleaning services are performed and that I may still be assessed a charge for carpet damage. Furthermore, stains may disappear during a cleaning, but may reappear several days later. Finally, I understand that it is important that I allow at least a half a day for house cleaning and a full day for house cleaning and steam cleaning services before my lease expiration date.

I understand that the cleaning charges are as follows:

House Cleaning

- ◆ \$125 for Studios & One Bedroom Apartments and Lofts less than 1,000 square feet
- ◆ \$150 for Two Bedroom apartments and Lofts of a 1,000 square feet or more
- ◆ Plus \$25 for each Additional Bedroom or Bathroom.
- ◆ **** Units Exceptionally Dirty may be subject to a \$50 surcharge**

Carpet Cleaning

- ◆ \$75 for Studio, plus \$25 per bedroom

I authorize Premium Properties to deduct the following from my security deposit:

House Cleaning: \$ _____
Carpet Cleaning: \$ _____

Signature

Print Name

Date

PREMIUM PROPERTIES WILL EMAIL REPLY RECEIPT OF THIS REQUEST
Completed forms should be emailed to craig@premiumpd.com (fax #510 295-2410)