

# MOVE-OUT CLEANING REQUEST FORM

**PREMIUM  
PROPERTIES**  
6522 TELEGRAPH AVENUE  
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510.594.0794 OFFICE  
  
WWW.PREMIUMPD.COM  
  
REAL ESTATE SERVICES  
INVESTMENTS • PROPERTY MANAGEMENT  
LEASING • DEVELOPMENT • SALES & BROKERAGE

Resident Name: \_\_\_\_\_

Address & Unit #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Apartment Type & Size     Apt: \_\_\_\_ Bedrooms \_\_\_\_ Baths     Loft: \_\_\_\_ Ft<sup>2</sup>

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:** \_\_\_\_\_  
***Cleanings will occur After the final move-out inspection.***

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. For units with no carpet in the living room, \$25 will be deducted from the carpet cleaning charges.

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](mailto:craig@premiumpd.com) (fax #510 295-2410)