



Vacate Unit Tenant Guide

1. The unit should be returned to the Housing Authority completely cleaned throughout the entire dwelling property, including interior, exterior, garage/shed, and yard.
2. All floors must be clean, including floor **corners**, steps, doorways, and closets.
3. Wash all windows and window frames, including all rooms *and* the basement.
4. Bathroom fixtures, including toilets, sinks, bathtub, and cabinets should be very clean.
5. Bathroom tiling and shower walls should be thoroughly cleaned, with no presence of mildew or other dirt and grime.
6. Kitchen sink, range, refrigerator (including gasket) and doors must be thoroughly cleaned.
7. Cupboards must be completely cleaned inside, outside, and on top. All food particles, sticky spots, and other material must be removed.
8. All personal, non Housing Authority items must be removed from the property.
9. All light fixtures must have working lights installed and a new furnace filter installed.
10. The basement should be cleaned, with spider webs removed, all walls and floor cleaned, the LAUNDRY TUB cleaned out and scrubbed, any laundry lint or tenant-owned laundry venting removed, and all other tenant items removed.
11. All walls should be clean, with stickers removed, any writing wiped off, food or other particulates cleaned off, posters and pictures removed, and any other marks cleaned off.
12. All electrical outlet cover plates, light switch plates, and other wall coverings should be cleaned. If an AC slot is present in your unit, the AC cover needs to be cleaned, and the interior of the AC slot should be cleaned out.
13. All trash must be removed appropriately from the unit and property. You will be charged for throwing furniture and other large items into the dumpsters, including maintenance time, mileage costs, and disposal costs. Inappropriate garbage disposal can also negatively impact your rental reference.
 - **Oshkosh:** Fox Valley Thrift Store (232.1300) or St. Vincent De Paul **may** pick up resalable items by scheduling a pick-up (235.9368). Other items need to be taken to the Oshkosh city dump at 100 County Road Y (phone 232.1800).
 - **Menasha:** St. Vincent De Paul will pick up resalable items by calling 739.1679. Other items need to be properly tagged or taken to the drop-off facility at 455 Baldwin Street (phone 967.3620).
 - **Neenah:** Saint Vincent De Paul may pickup resalable furniture 727.1766 or other items 739.1679. City dump is at 1495 Tullar Road, bring Neenah ID. Contact Public Works 886.6240 or City Garage 886.6260 with questions.
14. All garbage needs to be picked up from around the yard, including the window wells.

This guide is intended to provide residents with a general idea of their responsibilities in preparing for vacating the unit. This list does not include all components of the inspection work completed by HA staff. Residents can be charged for damage & cleaning issues not cited on this guide.