

MOVE OUT PROCEDURES AND CLEANING CHECKLIST

DATE: _____

NAME: _____

ADDRESS: _____

We have received your notice and acknowledge that you will be **moved out by noon on**

_____ .

We expect the normal wear and tear that occurs with living in any home, but we also expect that your apartment should be left in approximately the same condition that you found it when you moved in. The following charges will be deducted from your security deposit, according to the Nonstandard Rental Provisions agreement you signed, for any of the items not taken care of at the end of your tenancy:

1. All delinquent and current rents, water bills, late charges and returned check fees not paid in full.
2. Damages including, but not limited to: broken windows, screens and doors, repairs to walls, woodwork, ceilings, bathroom fixtures, tile, light fixtures, blinds and window coverings, carpet, vinyl and ceramic, kitchen appliances, repairs to asphalt or concrete. (Labor plus item/material to repair or replace.)
3. Any additional cleaning is billed at **\$50.00** per hour.
4. Replacement of missing or burned out light bulbs **\$1.00-\$3.00**/each, depending on type.
5. Removal of additional items or trash left in unit will be charged **\$30.00/bag, \$50.00**/large item, plus labor. (Tires and motor oil charged double the going disposal rate.)
6. If lease has not expired, 1/2 of your security deposit will be deducted, even if the apartment has been re-rented, as stated in your Nonstandard Rental Provisions.
7. Professional carpet shampooing will be scheduled for you and is necessary between tenants. A carpet cleaning charge will be deducted from the security deposit, as stated in your Nonstandard Rental Provisions. (T & S Carpet Cleaning has been performing this service for us for years, and offer the best rate per square foot.
8. Failure to return all apartment keys on move-out day.....\$20.00
Failure to return all mailbox keys on move-out day.....\$20.00
Failure to return all garage openers on move-out day.....\$50.00/each

Please contact the manager when you are completely moved out. Leave the attached completed cleaning checklist with the forwarding address section completed, along with all keys and openers on the kitchen counter.

RESIDENT CLEANING CHECKLIST

So we can return as much of your deposit to you as possible, please follow the move out cleaning procedures below. Check off each item that has been completed, marking those not applicable with "N/A". Thank you for your cooperation! (**NOTE: Please do not fill any nail holes!!**)

KITCHEN

- _____ Refrigerator: Clean inside and out, pull out and wash floor underneath.
Leave pulled out. Unplug and prop doors open.
- _____ Stove: Clean outside, under burners, oven, broiler, hood, and bottom drawer.
Pull out and clean sides and floor. **Leave pulled out.**
- _____ Cupboards & drawers: Inside, outside and **tops** washed clean.
- _____ Countertops, sinks and faucets: Thoroughly washed.
- _____ Ceiling fans, lights and fixtures: Cleaned and bulbs replaced if necessary.
- _____ Patio doors, screen and track: Thoroughly washed. Patio swept.
- _____ Floors: All vinyl and ceramic thoroughly washed.
- _____ Windows/Blinds: Washed inside and out, as well as tracks and screens.
- _____ Vents/Registers: Dusted and washed.

LIVING ROOM AND HALL

- _____ Carpet: Thoroughly vacuumed. **(Please do not attempt to remove spots!)**
- _____ Closets: Washed inside and out.
- _____ Vents/Registers: Dusted and washed.
- _____ Light fixture(s)/ceiling fans: Washed and have bulbs replaced if necessary.
- _____ Windows/Blinds: Washed inside and out, including screens and tracks.

BEDROOM(S)

- _____ Patio doors: Washed inside and out, including screens and tracks. Patio swept.
- _____ Carpeting: Vacuumed thoroughly.
- _____ Overhead light fixtures/ceiling fans: Washed and bulbs replaced if necessary.
- _____ Closets: Washed inside and out.
- _____ Windows/Blinds: Washed inside and out, as well as screens and tracks.
- _____ Vents/Registers: Dusted and washed.

BATHROOM(S)

- _____ Tub: Scrubbed as well as faucets cleaned.
- _____ Shower walls/tile: Scrubbed and rinsed clean.
- _____ Toilet: Cleaned and free of all dirt, inside and out.
- _____ Floor: Scrubbed.
- _____ Medicine cabinet and mirrors: Cleaned out and washed.
- _____ Light fixtures: Washed, replace bulbs if necessary.
- _____ Sink, faucet and vanity: Cleaned inside and out.
- _____ Vents/Registers: Dusted and washed.
- _____ Exhaust fan: Washed.
- _____ Window/Blinds: Washed inside and out, including screen and track.

GARAGE / STORAGE / UNFINISHED BASEMENT AREA

- _____ Storage/Garage/Basement: Emptied, cobwebs removed and completely swept out.
- _____ Window/Blinds: Washed inside and out, including screen and track.

LAUNDRY AREA

If you own your washer and dryer:

- _____ Floor: Scrubbed.
- _____ Walls: Washed down, dust removed.
- _____ Doors: Washed inside and out.
- _____ Window/Blinds: Washed inside and out, including screen and track.

If renting the washer and dryer:

- _____ Washer & Dryer: Wash down tops and sides of both appliances. Wash inside of washer lid and around soap dispenser area. Clean dryer lint filter.
- _____ Floor: Washed around appliances.
- _____ Walls: Washed down, dust removed.
- _____ Doors: Washed down, including all slats on louvered doors, inside and out.
- _____ Window/Blinds: Washed inside and out, including screen and track,

DATE VACATED:

FORWARDING ADDRESS(S):

THANK YOU !!