



## SUGGESTIONS TO MAKE YOUR MOVE OUT EASIER

**Please be advised** that you are still responsible for rent, utilities and yard care (if applicable) through the end of your lease, even if you vacate early. Penalties will apply for non compliance. Make sure your **utilities** are left on through the end of your lease to avoid the \$35 fee.

Preparing a home for move out often takes longer than one expects. Our advice is to start cleaning, tend to lawn/landscaping and repairing any damage immediately.

Your Rental Agreement requires that you leave your unit in a clean and undamaged condition. Upon leaving, please be sure to fully secure the rental by locking all windows and doors. All keys (house, pool, mailbox, etc) and garage remotes must be surrendered to the office by **3pm on the last day of your lease**. After you have vacated, it will be inspected for compliance with your Rental Agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit.

**\*Walk throughs are not performed with the tenant.** Rather, we empower you to take your own move out photos, should you choose. You will be notified of any charges within 30 days. **Please provide us with your forwarding address as soon as possible.**

All properties are professionally cleaned *and* the carpets (if applicable) are also professionally cleaned once vacant. To maximize your refund, please see our follow these cleaning guidelines:

### **ALL ROOMS**

Walls  
Light Fixtures

Switch Plates  
Windows  
Baseboards  
Mini blinds  
Floors  
Heat Registers/Grates

### **IF IT'S DIRTY, CLEAN IT. IF ITS DAMAGED, REPAIR OR REPLACE**

Should be clean. Remove nails. **Do not touch up paint, do not spackle.**  
Take down, wash and return. Replace burnt out/fading bulbs. Bulbs must match and be appropriate style/wattage for fixture.  
Clean with all screws in place  
Clean inside and outside including tracts and sills.  
Clean and dust.  
Clean with ammonia and water.  
Vacuum or mop thoroughly. Clean baseboards.  
Clean and dust.

### **KITCHEN**

Cabinets  
Drawers  
Sink  
Walls  
Stove  
Clean oven.

Refrigerator

Dishwasher  
Microwave

Clean inside and outside. Remove any shelf paper.  
Remove, clean and replace.  
Clean and disinfect.  
Check area around stove for grease.  
Clean burners, pan and rings. Replace with new if they cannot be cleaned.  
Clean broiler pan and place it in the drawer. Lift top of stove and clean. Clean hood fan.  
Clean or replace filter on hood. Pull out and clean behind oven.

Clean inside and outside including shelves, egg container, door and drawers, remove kick plate in front and vacuum under and around coils. Pull fridge out and clean floor and walls behind. Do not unplug refrigerator.  
Clean inside and outside. Run an empty load.  
Clean inside and outside.

### **BATHROOMS**

Bathtub & Shower  
Toilets  
Sinks  
Cabinets  
Mirrors  
Floors  
Fan

Should be cleaned with disinfectant including walls. Remove water stains, hair.  
Should be cleaned with disinfectant inside & outside.  
Should be cleaned with disinfectant.  
Clean inside, outside and wipe out drawers.  
Clean with glass cleaner.  
Should be cleaned with disinfectant including baseboards.  
Clean.

## **OTHER**

Furnace	Clean or replace filter and wipe off vents.
Ceilings	Remove any cobwebs.
Smoke Detectors	Replace batteries if not working or missing.
Closets	Vacuum and wipe down shelves and baseboards.
Patio/Decks	Sweep and remove any debris, cobwebs.
Fireplace/Woodstove	Clean out ashes and debris. Clean glass, if applicable.
Garage/Driveway	Remove cobwebs, sweep out and clean up any grease/oil on floor or driveway.
Yard	Should be <b>freshly mowed</b> , trimmed and weeded. Remove any debris, feces.
Trash	Make arrangements for all trash to be picked up, including hazardous waste items such as TV's, oil, paint.