

## Moving Out?

**This list will be used by our office staff to inspect your unit after you have moved out to determine what charges, if any will be deducted from your security deposit. All keys and garage doors openers must be returned to us before midnight on the last day of you lease.**

Please use the following guidelines when vacating your rental property.

- Unit must be completely empty including cabinets and closets.
- All windows coverings and min-blinds must be cleaned and dusted or replaced.
- All bathrooms must be thoroughly cleaned. Tile and grout in shower and tub areas is of particular concern. Mold, mildew, and stains in corners can be removed using professional strength cleaning products.
- Fireplace must be cleaned and free of ash and soot.
- Patios, balconies, storage closets, and garage must be swept clean.
- Kitchen appliances must be thoroughly cleaned and sanitized including drop pans and over dials. Don't forget the top of the refrigerator and vent a hood.
- Washer and dryer should be cleaned inside and out including surrounding area.
- Light and outlet switches must be replaced if cracked or stained.
- Light bulbs must be in working order in all fixtures.
- Light covers and ceiling fan blades must be clean and dust free.
- No stains should remain in refrigerator or on porcelain; bleach will clean porcelain.
- Baseboards must be washed and free of dirt and dust.
- Vinyl floors should be mopped and cleaned.
- Carpets should be professionally cleaned. Contact our office if you need assistance and we will be happy to make recommendations. Berber carpets should be dry-cleaned by a professional; damage may occur to berber carpet is steam cleaned.
- Windows and mirrors should be clean and streak-free.
- Fill in any nail holes with matching color.
- Clean doors and door frames removing hand prints, dust, etc.
- Remove all items from attic and storage areas.
- Lawn, garden and hedges must be trimmed and clippings removed.
- If you have a pet, utilize a flea bomb.
- Pilot lights should be turned off.
- If an excessive amount of trash or furniture items are left at the curb or in alley, the city will charge a pick-up fee and that charge will be deducted from your security deposit.

**We appreciate your tenancy and will be happy to assist you in the future with your housing needs. If you have not yet provided us with your forwarding address in writing, please do so as soon as possible. Your deposit will then be forwarded to the address you have provided to us within 30 days of your move-out. If no forwarding address has been provided, your deposit will be mailed to the old address.**