

INSTRUCTION FOR VACATING YOUR RENTAL PROPERTY

The purpose of this document is to prepare you to leave your rental property in the condition you received it and to give you some guidelines that will help you obtain the maximum refund from your deposit. Your rental property must be thoroughly cleaned when you move out. If it is not cleaned satisfactorily, we will pay someone else and their compensation will come out of your security deposit. We will assess the condition of your rental property by comparing it to the conditions listed on your "Move-In Inspection Sheet" (where applicable). If you have any questions, please feel free to contact your resident manager.

GENERAL:

1. Floors in kitchen and bath should be mopped.
2. Dust on light fixtures, sills, shelves, etc. should be removed.
3. Aluminum sashes especially sliding window tracks should be cleaned.
4. Windows should be washed on the inside.
5. Marks on the walls should be removed including streaks around the heaters.
6. Decks should be swept and cleaned.
7. Fireplaces, if applicable, should have ashes removed and swept out.
8. All carpet and flooring should be vacuumed.

KITCHEN:

1. Refrigerator should be defrosted, cleaned, and turned on low. **DO NOT** turn off refrigerator.
2. Dishwashers should be cleaned inside and out.
3. Stove should have the oven, pans, broiler grills and shelves thoroughly cleaned.
4. Area behind and under refrigerator and stove should be thoroughly cleaned.
5. Cabinets should have all paper removed and shelves thoroughly cleaned.
6. Exhaust fans should be cleaned.

BATHROOM:

1. Tub, basins showers, and toilet should be cleaned. All chrome fixtures should be polished.
2. Tile should be washed and grout cleaned of all mildew and soap residue.
3. Medicine cabinet should be cleaned, including shelves and mirrors.

BEDROOM:

1. Closet should be cleaned of all materials.
2. Windows and tracks of windows and seals should be cleaned.
3. Blinds should be dusted and cleaned.

LAUNDRY EQUIPMENT:

All soap residue and build-up should be removed.

REMOVING ITEMS:

Be sure to remove all items (personal and garbage) from the home/apartment and storage areas. Any items left in the home/apartment or storage requiring hauling will be charged to your security deposit.

When finished with your cleaning, contact your resident manager for a walk-through at which time you will fill out and sign your "Move-Out Inspection Report". Be sure to notify the utility companies (power, telephone, cable), return all keys and leave your forwarding address with the post office and the resident manager. Within fourteen days, you will receive your security deposit refund and documentation of all charges. We need your forwarding address for this. Your cooperation is greatly appreciated. Thank you and let us know if you and any questions or concerns that need to be addressed.