



## MOVE-OUT PROCEDURES

SECURITY DEPOSITS ARE MAILED ON THE 14TH OF THE MONTH AFTER YOUR LEGAL MOVE OUT DATE. To help assure a full refund of your security deposit, please use the following guidelines to assist you in preparing your apartment of our final inspection.

**KEYS:** ALL KEYS MUST BE RETURNED TO OUR OFFICE BY 5:00 PM ON THE LAST DAY OF THE MONTH! The locks will be changed at your expense if keys are NOT returned. Be sure to notify the post office of your forwarding address.

**UTILITIES:** It is your responsibility to contact the utility order departments (LES: 473-3351 and Aquila (Gas:1-800-303-0752) to inform them of your move-out date. YOU ARE RESPONSIBLE FOR ANY UTILITY CHARGES UP TO AND INCLUDING THE LAST DAY OF THE MONTH. \*DURING WINTER MONTHS LEAVE THE HEAT SET AT 60° TO PREVENT FROZEN PIPES.

**PLEASE DO NOT PARK ON THE GRASS DURING MOVE-OUT.**

**CLEANING:** Cleaning is very expensive if a professional cleaning company is used. This expense comes out of your deposit!! While it is not necessary for you to be present during the final inspection, if you would like to be present please call the office to set an appointment a few days in advance. **ALL** items must be removed from the premises before the final inspection. The following is a list of cleaning instructions to assist you in the return of the unit to its original condition:

### **KITCHEN**

#### RANGE/OVEN:

- Turn off the electricity to the range/oven at the breaker before cleaning.
- Clean drip pans and rings as well as under burner elements by boiling them in water for 45-60 minutes with ½ cup of baking soda added, then polish with an SOS pad.
- Clean oven, racks (including the underside of the racks), broiler pan and drawer.
- Clean range hood and filter.
- Clean top and front of stove so it shines. DO NOT use oven cleaner on the hood! There should be NO oven cleaner residue. Pull out drawer and clean underneath.

#### REFRIGERATOR:

- Clean inside and out (including racks, drawers, door shelves, and door seal).
- Defrost the freezer and wipe up excess water. DO NOT use sharp object to remove ice.
- LEAVE THE REFRIGERATOR ON AT THE LOWEST SETTING.

#### CUPBOARDS/DRAWERS/PANTRIES:

- Vacuum out crumbs, etc. and wipe shelves and drawers.
- Wash fronts for grease build-up, finger marks, etc.

#### COUNTERS/FLOORS:

- Clean counters with all-purpose cleanser.
- Sweep and mop floors. DO NOT USE WAX.

#### DISHWASHER/SINK:

- Clean dishwasher inside and out with all-purpose cleanser, including around hinges/edges.
- Clean & polish sinks and faucets. Use Lime-Away/pumice stone/CLR to remove hard water stains.

### **BATHROOM**

### BATHTUB/SHOWER:

- Clean thoroughly tub and shower walls (hard water and soap scum need a product made to handle this).
- Shower walls must feel clean to the touch with no residue from cleanser.
- Use Lime-Away or CLR to remove hard water build-up on shower doors and clean door tracks.
- Polish faucets and fixtures.

### VANITY/MEDICINE CABINET:

- Clean shelves and mirrors on medicine cabinet.
- Wipe out cupboard, doors, and drawers of vanity.

### TOILET:

- Scrub inside the toilet bowl. Clorox is a good cleanser and disinfectant and a pumice stone works well on hard water stains.
- Clean the outside of the toilet. A toothbrush works well around lid hinges, etc.
- We suggest never using automatic cleaning devices, however if these products are used (2000 Flushes, Tidy Bowl, or anything that colors the water) they must be removed.

### SINK:

- Clean thoroughly. A pumice stone works great for hard water ring around drain.
- Use Lime-Away or CLR and a toothbrush for lime build-up around faucets.

### FAN:

- Remove cover and clean thoroughly.

### FLOOR:

- Sweep and mop. DO NOT USE WAX.

### **MISCELLANEOUS**

#### WALLS/LIGHT SWITCH PLATES:

- Wipe smudges, especially around light switches and thermostat. There are several products out there that can be used. (ie: Simple Green, Soft Scrub, Magic Eraser)
- DO NOT FILL IN ANY NAIL HOLES WITH TOOTHPASTE OR ANYTHING ELSE.
- Clean furnace vents thoroughly.

#### FURNACE CLOSET:

- Remove all items and vacuum out dirt, dust, etc.
- Clean outside of furnace unit and air return vent.
- Clean and polish both sides of louvered doors to the furnace closet.

#### CLOSETS/DOORS:

- Remove all items (including hangers) and dust rods and shelves.
- Clean louvered doors on both sides. Solid doors and baseboards must be wiped clean.
- Front entry door should be free of all fingerprints and smudge marks.

#### WINDOWS/SLIDING GLASS DOORS:

- Wash the inside of the windows.
- Vacuum and dust tracks and sills.

#### BLINDS:

- Dust and clean.

#### FIREPLACE:

- Remove ashes and sweep inside and around brick area.
- Dust and clean mantel.

#### STORAGE AREAS/GARAGES:

- Remove all items and sweep out. Oil spills must be removed.

#### LIGHT FIXTURES/CEILING FAN:

- Dust blades, wash if greasy.
- Take down light fixtures and wash.
- Replace burned out bulbs. Use a flood bulb in recessed light fixtures.

#### PATIOS/DECKS:

- Remove any trash and sweep.

#### SMOKE ALARM:

- Test and replace battery if necessary. A good battery must be in place at move-out.

#### FLOORS:

- Vacuum carpet and dust baseboards.