



## MOVE OUT INSTRUCTIONS

### Dear Resident:

This will acknowledge your notice of to vacate apartment # \_\_\_\_\_.

**The following items are necessary to receive your full security and damage deposit back.** If these items are completed, and there are no damages, unpaid late charges, or delinquent rents or utilities, your security deposit, plus interest as required by statute, will be forwarded to your new address, or other forwarding address, **which you provided to Management in writing.**

1. **WALLS** must be clean. A mild solution will remove ordinary dirt, grease and marks. Clean scuffs with rag or magic eraser. Large holes in walls or ceiling will be repaired by us, and the cost will be charged to you. **Please do not fill your own nail holes, we will handle this item. SHEETROCK ANCHOR HOLES WILL BE BILLED AT \$25/HOLE.**
2. **FLOORS** must be clean. If we have to scrub floors and remove excess wax, dirt, or residue, the labor cost will be charged to you. **YOU MUST VACCUM & MOP YOUR UNIT. Carpet cleaning will be professionally done & deducted from your DEPOSIT that is on file with us. (Management charges: Studio \$75/ 1 Bedroom \$125/ 2 Bedroom \$155/ 3 Bedroom \$175/ 4 Bedrooms & Townhomes \$200)**
3. **CLOSETS** must be emptied, completely washed and particular attention should be given to scuff marks. In addition, door tracks and bi-fold doors must be wiped clean.
4. **KITCHEN CABINETS** must be clean inside and out. All drawers need to be wiped out & crumb free.
5. **REFRIGERATOR** must be absolutely clean and any freezer defrosted. Please unplug and leave the door open.
6. **STOVE** must be clean inside & out. ALL parts must be free from grease and splash. The vent hood above the range must be cleaned and the filter washed out.
7. **BATHROOM** floors and fixtures (INCLUDING TOILET) must be clean. Rinse thoroughly and dry all fixtures. Thoroughly clean the bathtub and/or shower stall and the tile around the bathtub and toilet.
8. **LIGHT FIXTURES & CEILING FANS** must be clean/dusted and ALL proper wattage working bulbs must be in place.
9. **HEAT VENTS & COLD AIR RETURNS** must be cleaned, and dusted.
10. **WINDOWS** must be washed on the inside and sliding tracks and sills must be cleaned out.
11. **DOORS** must be wiped clean. A magic eraser will help with removing any marks.
12. **PATIOS/BALCONIES** must be cleaned and all debris removed.
13. **STORAGE ROOMS** must be completely emptied, cleaned and swept.
14. **REFUSE** and unwanted items must be removed from the apartment and placed in the proper refuse containers.
15. **RETURN ALL KEYS, FOBS, GARAGE DOOR OPENERS** to Management at your walk through. **WALK THROUGH MUST be scheduled with OFFICE STAFF PRIOR TO NOON on the date your lease ends!**

**\*\* IT IS YOUR RESPONSIBILITY TO CONTACT THE UTILITY COMPANIES & TRANSFER SERVICES OUT OF YOUR NAME! \*\* ALSO, REMEMBER TO RETURN YOUR MODEM, ROUTER, AND ANY OTHER CABLE/INTERNET EQUIPMENT ISSUED BY THE PROVIDER PER THEIR INSTRUCTIONS\*\*** Management does NOT contact the utility companies or return equipment and if you fail to do so, you may be billed by the companies for time AFTER your move out is complete.

**ANY CLEANING OR MAINTENANCE ITEMS/REPAIRS DONE ON YOUR BEHALF AFTER MOVE OUT WILL BE CHARGED TO YOUR ACCOUNT AT \$50/HOUR WITH A MINIMUM OF 1 HOUR CHARGE.**

In general, all items checked on your Move-In/Move-Out Form when you moved in need to be present and in good repair when you vacate or you will be charged to repair or replace them.

