

## Move-out Instructions

We hope you have been happy here and we are sorry to see you go. Here are a few cleaning tips to maximize the return of your security deposit. Anything that is not left clean or in satisfactory working order is not considered to be normal wear and tear and will be deducted from your security deposit, and if necessary, will be billed to you.

Our maintenance team prefers to repair any and all holes that may have occurred since your time of move-in (I.E. picture hanging holes, nail holes, or any other type of hole). You will not be charged for the repair of NORMAL picture/nail holes, but will be charged accordingly for any hole beyond picture/nail holes or repair work that needs to be completed.

After the Move-out Inspection has been completed, we will use the Move-out Expense Sheet that was signed upon your move-in date to determine any and all of the charges that will be deducted from your security deposit. If you need a copy of your Move-out Expense Sheet please let us know and we will provide the copy for you.

Within 14 days after vacating the community, we will forward a copy of your completed Move-out Inspection form along with any portion of your Security Deposit that will be refunded to you or a bill with any charges left owing that exceeded your Security Deposit. If there is a balance owing, please pay the total amount due within 10 days.

If you wish to schedule your move-out inspection with management, please contact the Rental Office prior to your move-out date. If you prefer to turn in your keys after hours, please deposit the keys in the drop box and let us know where we can find your garage door opener.

### Kitchen

- Wash inside and out of all Cabinets and drawers
- Wash underneath and the top of the hood, remove filter and light cover and wash
- Start Self Clean cycle on your oven
- Scrub stove top knobs and wash surface and underneath the range
- Clean Drip pans and Rings
- Clean stove drawer and broiler pan
- Pull out the stove and clean the sides and the front
- Wash the vinyl under the stove and push back in
- Wash the Dishwasher inside and out
- Wash the refrigerator inside and out not, forgetting the seal
- Pull refrigerator out and wash the sides and the front
- Wash vinyl underneath refrigerator and slide back in
- Clean Microwave inside and out
- Clean light fixtures and switches
- Wash Counter tops and the sink
- Mop floor paying special attention to the corners
- Clean window. window track and sill

## **Living Room/ Dining Area/ Bedrooms**

- ❑ Wash both sides of the front door
- ❑ Remove cobwebs from ceiling, walls, behind doors, closet
- ❑ Clean Windows, Window tracks, and Window Sills
- ❑ Clean Sliding Glass Door inside and out, remembering the track
- ❑ Clean Blinds
- ❑ Clean Fireplace thoroughly
- ❑ Clean light fixtures, and switch plates
- ❑ Vacuum carpets and \*Commercially clean

## **Bathroom**

- ❑ Wash bathtub and shower including the tile. Shine all Chrome and Ledges
- ❑ Clean toilet inside and out, remembering the base and the tank
- ❑ Wash the inside and out side of drawers and cabinets, including the Medicine Cabinet
- ❑ Wash the Counter tops and the sink
- ❑ Wash Mirror and light fixtures, remembering the switch plates
- ❑ Mop floor, especially by the toilet
- ❑ Clean washing machine outside and underneath the lid
- ❑ Clean dryer, outside and lint trap
- ❑ Clean the top of the Water heater
- ❑ Wipe down shelf above washer and dryer

**\*Note we will need a copy of the receipt to staple to your file. Option: Management can provide the service for you at a lower rate and it is guaranteed to meet our standards**

**Last but not least:**

**Be sure to leave a Change of Address form with the Post Office and the Community Manager to be sure your mail will be forwarded to you. If you need a change of address form, please pick one up from the Rental Office or the Change of Address form can be completed at: [www.usps.com](http://www.usps.com)**

**Thank you for living with us. Please keep us in mind if you, or someone you know needs anything in the future.**