

MOVE-OUT PROCEDURES

Below are procedures for all tenants moving out of an apartment:

- Kitchen
 - Refrigerator emptied, cleaned inside and out, and freezer defrosted and cleaned. Don't forget the top.
 - Stove top, oven and range hood cleaned thoroughly, including any grates.
 - Cabinets emptied and washed.
 - Walls where food may have splattered.
- Floors -- Tile floors washed. Carpets vacuumed.
- Bathroom
 - Cabinets emptied and washed
 - Toilet, sink, tub and shower cleaned and disinfected.
 - Mirror cleaned.
- Walls – All pictures, posters, tacks, nails, screws, and adhesive removed. Scuff marks removed.
- All belongings cleared from all areas of the apartment.
- All trash removed and deposited in dumpster.
- Wipe down windowsills.
- Windows – Clean windows and Patio doors (if applicable).

If the property is not adequately cleaned, charges will be assessed against the security deposit at the hourly rate listed in your lease. If no rate is listed in your lease, the charge will be \$50 per hour. Damage to interior will be charged at the actual rate of repair, including labor and materials.

Return all keys, including security door, apartment and mailbox keys, to the office when you vacate the property. If no keys for a given lock are returned at check out, you will be charged for the cost of replacing the lock (approximately \$100).

Leave a forwarding address for mailing the security deposit.

Move out must be completed by 5pm on the last day of your lease. All personal items must be removed and keys returned for check out to be complete. Late move-out results in a charge of \$100 each day.