

MOVE-OUT GUIDELINE

Dear Residents,

We hope you have enjoyed living in your rental home. In order that we may mutually end our Landlord/Tenant relationship on a positive note, this move-out letter is provided to describe how we expect the premises to be left and what our procedures are for returning your security deposit.

Essentially, we expect you to leave the premises in the same condition it was when you moved in, except for normal wear and tear. A checklist of items you should thoroughly clean before vacating in found in this move out guideline. Some important information:

**-      The security deposit does not apply to your last month's rent!**

**-      Your non-refundable carpet cleaning fee only applies to carpet cleaning.**

**-      You are to be moved out of the property by noon on the last day of your lease.**

**-      Please reference your move in checklist**

MOVING INSTRUCTIONS:

1. Make landlord aware of any damage or issues inside the rental unit

2. Cancel Utilities in your name on the last day of your lease.

 Disconnection of utilities prior to delivery of keys will result in reconnect charges.

a.     **Cable TV and Internet: Charter www.spectrum.com**

b.     **Gas: Consumers 800-477-5050 or consumersenergy.com**

c.     **Electricity: Consumers 800-477-5050 or consumersenergy.com**

d.     **Trash: Bestway 800-950-5519 Republic republicservices.com**

3.  Clean the Premise. Follow instructions for each area of the house as specified in this document. Remember to clean the inside and exterior of the property.

Remove all your Trash AND Treasures. Remove everything that does not belong to the landlord.

Return Keys and Parking Passes

a.     Return keys to Jen Handlin

a.     There should be 2 sets of keys.

4. Final Inspection

a.     Inform Landlord when the property is clean and ready for a Final Inspection. All tenants must be moved out and keys returned before the final inspection can take place. You do not need to be present for the final inspection.

b.     If you would like a few days to fix anything (extra cleaning or repairs) that the landlord is dissatisfied with, please schedule the inspection 7 days prior to lease end.

c.     All plumbing is to be free of any leaks or blockages

d.     We can help you receive your deposit back. PLEASE SET UP INSPECTION 2-3 weeks prior to moving for best return expectations.

5. Forward your Mail. Notify the Postal Service at moversguide.usps.com

6. Report Damages. Make a list of anything that is broken and report it to Landlord. If the landlord has more time to prepare for the repair, it will be less costly for you if you are liable.

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. All of the following items are lessee responsibilities except those noted on your move in checklist. If you have any doubt, please call ahead of time to research the matter.

**ENTIRE UNIT**

-      Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection.

-      All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along the bottoms of the walls.

-      All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned. (Light globes can go in the dishwasher). All fans must be dusted and cleaned.

-      All smoke detectors must be in working order, and will be tested. (If it is beeping, you need to replace the battery. It takes a 9-volt square battery).

-      Clean all blinds, Wash all windows, sills and screens - Dust all baseboards and electrical plates - Wipe down baseboard heaters. - Vacuum carpet and any cobwebs - Wipe down closet shelf, if applicable - Clean air conditioner filter, if applicable

**WALLS**

-      PAINTING: Please remove all nails or screws--- If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. (Paint found left in the home is only for possible color matching, not to be used for painting home)

-      All interior windows and sills must be cleaned. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.

-      All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.

-      All walls, ceilings, doors and closet interiors must be free of smudges, grease, and food stains.

**FLOORING**

-      CARPET CLEANING: Carpet cleaning will be scheduled for the last day of the lease at 3:00pm. Tenants are required to have vacated the property by 12:00pm on that day. Please initial below with understanding when possession occurs.

-      [[Adobe\_Tenant\_Initials]]

-      All non-carpeted floors should be free of stains, scratches, dust and debris; washed Be careful with hardwood floors.Vacuum/sweep AND Mop/Swiffer all hardwood floors (get the sticky stuff up)

-      Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors re-surfaces after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense

**KITCHEN**

-      Everything from “Entire Unit” section

-     All exhaust fans/vent covers should be in working order and free of dust and grease.

-     Kitchen cabinets, shelves, drawers, and countertops must be free of crumbs and grease, washed inside and outside.

-     Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/Freezers. (DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves).

-     Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. (Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use oven cleaner in self-cleaning ovens. Use the appropriate stove top cleaner for Smooth Top Stoves).

-     Dishwashers and Trash Compactors must be cleaned inside and outside, especially the inside lip of the door. -- people tend to miss this.

-     All sinks, faucets, and garbage disposals must be washed out and wiped clean. (Windex will enhance the appearance after being washed).

-     Kitchen walls, cabinets and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.

**BATHROOM**

-      Everything from “Entire Unit” section

-      All bathroom floors and walls must be cleaned. This includes the grout and caulking. (According to your lease, the cleaning of grout and caulk are your responsibility. If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked. (Windex will enhance the appearance of tile after being washed, and will remove soap residues).

-     All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues. (Windex will remove any residues. Stubborn stains and bath mat residues can be cleaned using spray oven cleaner. Leave sit for a few hours and rinse). Dust all baseboards, Scrub the bathtub, toilet and sink inside and out - Clean medicine chest and shelves and closet and/or cupboards - Scrub floor - Clean ceiling exhaust fan, light fixtures and replace any burned out light bulbs.

-     All medicine chests, vanities, and drawers must be cleaned inside and outside.

**EXTERIOR**

-      Everything from “Entire Unit” section

-      All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. (Please be aware, leaves and yard debris are not considered mulch, unless finely ground).

-      All grass must be free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.

-      All walkways, steps, decks and patios must be swept and free of weeds.

-      If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up. (Use Borax soap & water to clean it).

-      If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.

-      Gutters should be clean and in working order.

-      If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools are in their proper place. Old chemicals and paints should be discarded properly. (Call your trash company for details).

-      Repair any Pet damage to Doors, Door casings, trim, and yard.

-      All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. (Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals).

**BASEMENT**

-      Everything from “Entire Unit” section

-      Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. Everyone seems to forget this!!

-      Air Filters must be changed or if washable, then cleaned. If you do not do this, you will be charged to service the HVAC unit. Air Vent Covers must be free of dust.

-      Dryer must be wiped down and free of lint. If we discover the lint trap filled you will be charged for a professional cleaning of the trap and hose.

-      Washing machine must be wiped down and free of soap residues.

**LIVING ROOM**

-      Everything from “Entire Unit” section

-      The fireplace must be cleaned professionally and vacuumed out. (wood burning)

Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your home to its condition prior to your tenancy will be deducted from your security deposit. Please also note the replace/repair cost(s) for items you leave in disarray.

It is our policy to return security deposits at an address you provide. Upon termination and vacating the premises, your security deposit of $XXX.00 will be administered in accordance with state laws and if any deductions are imposed, they will be explained in writing.

Thank you for your anticipated cooperation.

I/we have read and understand the Tenant Move-Out Procedures/Checklist:

[[Current\_Date]]\_\_\_\_\_ Tenant Date

I read and understand the MOVE OUT information: [[Adobe\_Tenant\_Signatures]]