

# Move-Out Information

Below is a list of the items that must be attended to by you prior to your lease expiration date. Failure to complete all of the items on the list could result in charges being levied against you.

Contact Tammy to schedule a checkout time to return keys & provide a forwarding address.

If there are multiple people moving out, I will only be doing 1 checkout of the unit after the last person has moved out.

All keys and duplicates must be returned. Please do not leave keys in the house at move out without contacting me first.

## **INTERNET/CABLE:**

Contact your service provider for discontinuing/transferring service.

## **UTILITIES:**

Call Xcel to disconnect service or transfer service to tenants who are not moving out. If you move out prior to your lease end date, utilities needs to be left in your name until the end of your lease.

## **MAIL:**

Contact the USPS to forward your mail. You can do that online. Remove your name from the mailbox.

## **GARBAGE:**

It is a good idea to start your move-out process early and put items in the trash a little at a time over the next few weeks. All garbage must be bagged in sturdy garbage bags, tied shut and placed in the containers. Do not leave garbage in small store bags (i.e. Walmart) by the garbage. The garbage company will not pick up loose trash or small store bags.

## **FURNITURE:**

It is the tenants' responsibility to dispose of items such as chairs, sofas, mattresses, tables etc. Do not leave these items by the street/alley/garbage area. Consider donating items to Habitat Restore, Hope Bargain Center, Goodwill or a similar organization.

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\*\*\*MR CLEAN BRAND MAGIC ERASERS WORK GREAT FOR CLEANING\*\*\*

## STOVE/OVEN:

The top of the stove and under the drip pans needs to be cleaned. The top of the stove usually lifts up from the front for cleaning underneath the drip pans. Drip pans need to be replaced (not just washed). Make sure you purchase the same kind/color as currently installed. Clean the range hood and replace filter. Remove all grease from knobs and around knobs. Clean the sides of the range. Clean the floor under and around the range. Clean the walls around the range so there is no food splatters or grease. The oven inside needs to be cleaned along with the oven racks. How to clean the oven: Easy Off oven cleaner works well. Follow the directions on the container to clean a cold oven (Make sure the oven is off and not warm). Generally it works to spray the cleaner in the cold oven and close the door. In a few hours, you should be able to scrub out the oven. Make sure you wipe all the cleaner out. Do not leave any white residue. If you are having trouble getting it clean, please let me know and I can give you some additional suggestions.

## REFRIGERATOR:

Clean and defrost refrigerator. You may need to remove crisper drawer and shelves so you can wash them. Do not chop ice, as this can ruin the refrigerator and you will be responsible for replacement of the refrigerator. Do NOT unplug or turn off this appliance. Clean the sides and top of the refrigerator. Clean the floor under and around the refrigerator.

## SINKS & FAUCETS:

\*\*Barkeeper's Friend \*\* is a good kitchen sink cleaner. Clean strainer baskets to remove all food particles and goo. Remove all soap scum, lime scale and hard water deposits.

## CABINETS / CUPBOARDS / DRAWERS / SHELVES:

Clean out and wash all cupboards, cabinets, drawers and shelves. Do not forget the cabinets under the sinks.

## FLOORS:

Wash all wood, vinyl, laminate, and tile floors. Sweep floors first, then wash using damp rag/mop and water ONLY. DO NOT wax or use any wood floor cleaner. Any stuck on food or goo may require extra scrubbing by hand. Carpeting must be vacuumed.

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## **WALLS / WOODWORK / BASEBOARDS:**

Walls need to be free of cobwebs. Take special care to clean the walls around the stove and garbage area, making sure to remove all grease and food platters. Dust/wash all woodwork. Dust/wash baseboards along the floor. This may require using a damp rag.

## **NAIL HOLES:**

Do not fill nail holes yourself. This needs to be done by our maintenance team.

## **WINDOWS / WINDOW TREATMENTS:**

Wash the inside of the window glass. Wash the area between the window glass and screen. Window screens must be in place. Dust all mini-blinds. Damage to mini blinds will be your responsibility.

## **LIGHT FIXTURES / CEILING FANS:**

Wash light fixtures and ceiling fans. Ceiling fans may require extra cleaning with a damp rag to remove dust and grime.

## **BATHROOM:**

\*\*\*MR CLEAN BRAND MAGIC ERASERS WORK GREAT FOR BATHROOM CLEANING \*\*

Clean bathroom sink, tub/shower, vanity, mirror, walls and floors. Remove all soap scum, lime, scale, and hard water deposits. Clean toilet, removing all stains. Clean out and wipe out all drawers. Make sure all hair, makeup, toothpaste goo etc is removed. Remove hair from tub/shower strainer.

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## **BASEMENT / STORAGE AREAS / GARAGE:**

Storage basement and garage areas must be cleaned out and swept clean.

## **LAUNDRY AREA:**

Remove items from washer and dryer. Wipe down surfaces of washer and dryer. Clean the fabric softener dispenser removing any goo. Clean lint screen on dryer.

## **LIGHT BULBS:**

Replace all burned out or missing light bulbs.

## **YARD / OUTSIDE:**

Pick up any litter and garbage around the property. This includes cigarette butts. Sweep porches, walkways and steps. Remove all personal property.

## **SMOKE / CARBON MONOXIDE DETECTORS:**

You do not need to replace batteries when you move out.

Damages should be listed in writing and brought to the attention of the Landlord prior to you vacating the premises. If persons responsible for any damage are not identified, charges will be assessed equally to all persons listed on the lease agreement.

This also pertains to cleaning not completed and excess garbage costs. Any damages and cleaning that you fail to do may be charged to you as detailed in the Non-Standard Rentals Provisions.