

## PROPERTY VACATING PROCEDURES

In order to give proper notice to vacate, tenant understands that notice is to be given twenty (20) days prior to the next rental due date. Therefore, notice is to be given by the 10<sup>th</sup> of the month or by the 11<sup>th</sup> of the month if there are 31 days in a month. Notice for the month of February should be received by the 8<sup>th</sup>.

### MOVE OUT CLEANING PROCEDURE

#### REFRIGERATOR:

1. Thoroughly clean inside and outside of refrigerator.
2. Clean out all drawers, vegetable bins, racks and ice bins.
3. Move refrigerator away from the wall and clean underneath and behind the appliance, **PLEASE DO NOT TURN OFF THE REFRIGERATOR, LEAVE IT ON A LOW SETTING.**

#### STOVE:

1. Clean oven racks and broiler pan with non-abrasive cleaner.
2. Clean inside of oven, top of stove, under drip pans, under elements, pan drawer, range hood and exhaust fan.
3. Move the stove away from the wall and clean underneath and behind the appliance.

#### DISHWASHER:

1. Clean inside and out of dishwasher.

#### CABINETS AND DRAWERS:

1. Wash cupboards inside and out.
2. Wipe clean drawers.
3. Clean sink and counter tops with non-abrasive cleaner.

#### MISCELLANEOUS INTERIORS:

1. Wash all light fixtures and ceiling fans.
2. Clean all air vents.
3. Replace any burned out bulbs.
4. Wash all windows and screens inside and outside.
5. Wash all interior doors, closet doors and baseboard trim.
6. Scrub kitchen floor and wax if vinyl, including under and movable appliances.
7. Clean out the fireplace. **IF YOU HAVE GAS FIREPLACE PLEASE DO NOT TURN OFF PILOT.**
8. Clean all walls and ceilings for cobwebs.
9. All carpets and drapery has to be professionally cleaned at move out.

#### ALL LIVING AREAS:

1. Wash windows and screens inside and outside.
2. Clean all window sills and blinds.
3. Clean light fixtures.
4. Vacuum carpets and clean all floors, baseboard trim and doors.
5. Wash light fixtures.

#### BATHROOMS:

1. Clean bathtub; tile around the tub, sink, door & fixtures with non-abrasive cleaner.
2. Clean inside and outside of toilet with non-abrasive cleaner.
3. Clean the inside of medicine cabinet.
4. Wash mirrors and windows inside and outside.

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5. Scrub floor and wax if vinyl.
6. Clean bathroom exhaust fan.

**UTILITY ROOMS:**

1. Clean all walls and ceiling for lint.
2. Clean the exhaust fans.
3. Clean out the dryer lint screen and hose.
4. Clean inside and outside of washer.
5. Clean inside and outside of the dryer.
6. Move the washer and dryer away from the wall and clean underneath and behind the appliances.
7. Scrub floor and wax if vinyl.

**MISCELLANEOUS EXTERIOR:**

1. Wash inside and outside of front and back doors.
2. Lawn must be mowed and all beds free of weeds.
3. Clean garage, walkways, driveways, patios, and decks.
4. Remove all personal property. Do not overload dumpster, you will be charged.
5. Empty and clean storage shed.
6. If you have garbage or recycling cans that are owned by the refuse company, please make your own arrangements for their return. Management would not be responsible for them.

**UTILITIES:**

Notify all utility companies of your move out date. Do not disconnect.

Resident(s) understand they are responsible for the cost of re-keying the property and the professional cleaning of the carpets by a Vender of Owner's choice. Resident further understands they will be charged rent until all house keys, mailbox and gate keys or openers and garage openers are received by Management.

**LEAVE FORWARDING ADDRESS WITH POST OFFICE AND PROPERTY MANAGER.**

**The condition of the property at the time of vacating shall be inspected by the management to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement or Lease.**

If the property is left in unsatisfactory condition or any items are missing or damaged to an extent that they have to be replaced or repaired charges will be deducted from your security deposit or you will be billed if your security deposit is insufficient to cover these charges.

**Do not paint, spot paint or patch any holes in the walls, this may result in you being responsible for a new paint job.**

The following fee schedule applies for any painting charges upon vacating, based on the months lived at the property:

|                              |      |           |     |           |     |
|------------------------------|------|-----------|-----|-----------|-----|
| 12 months                    | 100% | 16 months | 80% | 20 months | 40% |
| 13 months                    | 95%  | 17 months | 70% | 21 months | 30% |
| 14 months                    | 90%  | 18 months | 60% | 22 months | 20% |
| 15 months                    | 85%  | 19 months | 50% | 23 months | 10% |
| 24 months or over no charge. |      |           |     |           |     |

If you have any further questions, please feel free to call your Property Manager. Thank you for your cooperation. It has been a pleasure working with you.

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