

## MOVE OUT GUIDELINES

Thank you for your tenancy! We hope you have enjoyed your stay and will work with you to make your transition to a new home a smooth one. Below is a checklist to assist you with the move out process. Do not hesitate to contact your Rental Contact (Leasing Specialist, Property Watch Specialist or Lessor) with any questions.

- Written notice to vacate should be provided to your Rental Contact 30 days prior to the end of your lease term (or as otherwise specified in your lease).
- Contact the building manager/concierge as well as review the building rules to ensure the necessary steps for moving out of the building are addressed. Tenant will be responsible for any fines levied or damages charged by building during the move out process.
- Contact the utility companies such as electricity and gas to transfer service back into the homeowner's name effective the last day of your lease. Arrange for home security, phone, internet and cable services to be disconnected if not included in your lease terms.
- As per your lease, you are required to professionally "deep clean" the property upon vacating. We strongly suggest hiring a cleaning company, so please ask your Rental Contact for referrals. NOTE: Tenants are more than welcome to clean the property but are warned that the definition of clean differs from person to person.
- All carpets must be professionally cleaned by a licensed, bonded and insured company. Please ask your Rental Contact for referrals.
- Repair/replace any items damaged during the term of your lease. Please ask your Rental Contact for referrals to make such repairs/replacement upon vacating.
- Sign up for a mail-forwarding service at USPS.com at least a week prior to vacating the property.
- Please coordinate with your Rental Contact to schedule a time for a move out inspection. The property must be vacant to complete the move out inspection and your presence is optional.
- If you are not meeting with your Rental Contact for the move out inspection, please leave all keys (unit, mailbox, garage, storage, building fobs, parking tags, etc.) and your forwarding address in an envelope in the unit or with the building concierge.

**NOTE:** Your security deposit does not apply to your last month's rent, but will be returned at the forwarding address, less damages and cleaning costs, provided within 14 days of vacating the property and will be accompanied by a move out statement.

**CLEANING CHECKLIST****Living Room**

- Clean all blinds
- Wash all windows, sills, and screens
- Dust/wipe down all baseboards and electrical plates
- Vacuum any cobwebs
- Wipe down closet shelves and built-ins, if applicable
- Professionally clean carpets
- Replace any burned out light bulbs

**Kitchen**

- Clean all blinds
- Wash all windows, sills, and screens
- Dust/wipe down all baseboards and electrical plates
- Dust/wash ceiling fan, counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside and floor underneath
- Clean oven, top of range, under burners, hood and broiler pans. (drip pans will be replaced at your expense if they do not come clean)
- Wipe out all cupboards and drawers inside and out
- Dust off ceiling fan
- Scrub floor, even under appliance
- Wipe down closet shelves and built-ins, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven and fan)
- Replace water filter, if applicable

**Bathroom**

- Dust/wipe down all baseboards and electrical plates
- Scrub the bathtub, toilet and sink(s) 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
- Wipe down washer and dryer inside and out, if applicable

**Bedrooms**

- Clean all blinds
- Wash windows, sills and screens
- Dust/wipe down all baseboards and electrical plates
- Wipe down closet shelves and built-ins, if applicable
- Dust ceiling fan, blades, and globes- replace any burned out light bulbs
- Vacuum any cobwebs
- Professionally clean carpets
- Replace any burned out light bulbs

**Storage**

- Sweep out or vacuum any storage areas, garages, or basements