



AS YOU MOVE OUT  
HERE ARE SOME GUIDELINES TO ENSURE  
THE RETURN OF YOUR DEPOSIT

**GENERAL INFORMATION:**

Proper written notice must be given and all rents and charges must be paid before moving. Any amounts left owing will be deducted from the security deposit as well as any applicable cleaning or damages charges. Please provide your forwarding address in writing to your property manager, text or email is acceptable. If no forwarding address is provided, any security deposit settlement documents will be mailed to your last known address.

**CLEANING:**

In general, the condition of your rental must be left in the same detailed condition as when you moved in, excluding normal wear and tear. Areas of note to be cleaned are listed below:

1. Normal size nail holes are considered normal wear and tear. Please do not fill or patch holes or touch up paint as it will be necessary to charge you for wall repairs done incorrectly or unprofessionally. Walls and doors should be wiped clean as needed.
2. Cabinets, sills and shelves and exterior are to be wiped clean.
3. Vinyl floors are to be swept and mopped (No wax please).
4. Refrigerator is to be defrosted, wiped out and left on #2 setting, Flooring behind and underneath should be clean as well.
5. Stove top, oven and stove hood are to be cleaned. Drip pans must be cleaned and polished or replaced. Flooring underneath should be clean as well.
6. Dishwasher must be cleaned inside and out and in working order. A cup of household bleach run through the cycle is an excellent stain remover and disinfectant and it's also great for the garbage disposal as a weekly practice.
7. Bath area, tubs, showers, sinks and toilets are to be left clean and sanitary. Detailing is required. Again, household bleach is excellent. Please, **DO NOT** use any type of abrasive pads on shower enclosures. They will mar the surface badly. Clean mirrors and wipe out shelves and drawers.
8. Patio and storage areas are to be left clean and free of debris.
9. All windows and window tracks inside and out are to be cleaned as well as doors and door tracks.
10. All cob webs need to be swept down.
11. Carpets are to be vacuumed. We will have the carpets cleaned by our own approved vendor. The NON-Refundable Carpet Cleaning Fee paid prior to move-in will cover the cost for normal wear and tear carpet cleaning. Any pet damage, damage, excessive wear and/or staining treatments will be deducted from your security deposit.
12. Wipe down baseboards.
13. All light bulbs must be working.

The condition of your rental at the time of vacating will be inspected by the Residential Manager, who has the final authority to determine what charges are to be made, if any, in accordance with the conditions set forth in the Rental Agreement. A final walk through with us is requested, to ensure all decisions are in agreement.



## THANK YOU AGAIN FOR BEING WITH US

### General Helpful Cleaning Checklist (not all inclusive)

#### Kitchen:

- Pull out stove & refrigerator. Clean sides and floor.
- Clean & defrost refrigerator. Turn down to low setting.
- Clean stove, drip pans, oven, broiler pan, hood & filter
- Clean all cabinets, inside and out. Wash windows & tracks.
- Clean sink, disposal and polish faucet.
- Clean light fixtures and replace bulbs as needed.
- Wash all walls and plug in covers. Remove all spider webs.
- Mop floors and clean baseboards.

#### Bathroom:

- Clean toilets inside and out.
- Wash off cabinets & drawers inside and out.
- Clean sink and polish faucets.
- Clean bathtub, shower stall and polish faucets.
- Clean fan cover, light fixtures and replace bulbs as needed.
- Clean mirror and medicine cabinet.
- Mop floors and clean baseboards. Wash windows & tracks.

#### Hallway:

- Clean light fixtures and replace bulbs as needed.
- Wipe off smoke alarm; replace battery & wash walls as needed.
- Vacuum floor and remove spider webs.
- Clean air return vent when existing.

#### Dining Room:

- Clean light fixture and replace bulbs as needed.
- Wipe off plug-in covers & wash walls as needed.
- Vacuum floors and remove spider webs.
- Wash windows & tracks inside and out.
- Dust all blinds.

#### Living Room:

- Clean wall air conditioner filter and face.
- Wash windows & tracks inside and out.
- Dust all blinds.
- Wipe off plug-ins and wash walls where needed.
- Vacuum floor and remove spider webs.

#### Bedrooms:

- Wipe out closets.
- Wash walls & doors as needed.
- Wash windows and tracks inside & out.
- Dust all blinds.
- Vacuum floor and remove spider webs.
- Clean light fixtures and replace bulbs as needed.

#### Miscellaneous Cleaning:

- Clean off porch light and sweep porch and garage.
- Turn heat down to (55\*) & turn all lights off.

#### Yard:

- Trim all shrubs and plants as needed.
- Clean gutters, flowerbeds, porches and lawn of leaves and debris.
- Mow & trim lawn.

