

### **MOVE-OUT AND CLEANING INSTRUCTIONS**

Before vacating your unit, you must have a move-out inspection. This guide shows you the steps needed to make your inspection a success.

### **MAKING AN INSPECTION APPOINTMENT**

Call our office for your inspection at least one week in advance to avoid schedule conflicts. **(If your lease expires July 31, you need to call the office by no later than July 1<sup>st</sup>)** To be ready for your inspection, all your belongings must be moved out of the apartment and the cleaning complete. Inspections will normally be made during the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday. It is to your advantage to be present at the inspection. **All leases expire at noon on the lease expire date.**

### **PREPARING FOR YOUR INSPECTION**

Make sure that the following has been done before your inspection.

1. Rent must be paid in full.
2. Empty your unit of all personal belongings.
3. Your unit should be cleaned using the attached checklist as a guide. Cleaning must be completed prior to the time of inspection.
4. Utilities for which you are responsible for must be left in your name until your lease expires. This means if you leave a day or two early, you must have the meter read the day following the last day of your lease. Please contact utilities for final reading at the end of your lease term.
5. All light bulbs must be working.

### **GENERAL INFORMATION**

All keys: apartment keys, security door keys, mail keys, pool keys, release keys and garage door openers must be returned at the time of the inspection. **DO NOT GIVE KEYS TO THE NEW RESIDENTS.** Any keys not returned at the time of inspection will result in a lock change at your expense.

Deposits are returned within thirty (30) days after your lease obligation has been fulfilled with satisfaction of all rent and other charges. Be sure to leave a forwarding address with the office. A single check will be written in the names of all tenants for the amount refunded. Roommates should make arrangements in advance with the office if they wish the check to be written to one person only.

Fill out a change of address form with the Post Office so that your mail will be forwarded to your new address. Contact your phone company to cancel your phone service.

### **CLEANING THE CARPETS**

Your carpets were professionally cleaned using the extraction method prior to your move-in date. You are required to leave them in the same condition, less normal wear and tear. A receipt for carpet cleaning using the extraction method, shown at the time of your move-out inspection, would meet that obligation. Failure to have carpets "clean" by your move-out inspection date may result in delays in occupancy for new tenants moving in. You will be liable for damages directly resulting from delays in getting the carpets cleaned.

Carpet cleaners recommended are:

1. Pioneer Carpet Cleaner 515-232-8863
2. Steamway/Craftsman 515-232-8938
3. Pro- Cleaning Services 515-232-9035

### **CLEANING CHECKLIST**

The following will be checked at the time of inspection. Please be sure that you have cleaned each and every item thoroughly.

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### GENERAL APARTMENT

- All light switches and electrical outlet covers
- All light fixtures-replace bulbs if needed
- Ceiling fan blades and lights
- All vinyl floors and all baseboards
- All casings around all doors
- Do NOT fill nail holes
- Remove cobwebs
- Test ALL smoke detectors-replace batteries if needed

### KITCHEN

- Clean inside and outside of all cupboards
- Clean inside and outside of all drawers
- Clean countertops
- Clean inside window sills and tracks-remove dead bugs
- Clean heat registers and dust wall corners for cobwebs
- Replace burnt out bulbs
- Clean light fixtures

### REFRIDGERATOR/FREEZER

- Clean inside and out – Wipe top
- Pull out fridge if no water/ice hook up
- Clean rubber seal around both doors
- Wipe out crumbs and food

### DISHWASHER

- Clean inside trays and racks and outside of door, especially edges

### STOVE

- Clean oven and racks
- Clean under burners
- Lift up stovetop (most models) and clean under sides
- Clean burner drip pans – Replace if necessary
- Clean broiler pan or drawer
- Remove all knobs and clean

### MICROWAVE

- Clean inside and wipe down outside
- Clean grill and under

### RANGE HOOD

- Clean and wash filter
- Clean under hood and replace bulb if needed

### FLOOR AND SINK

- Sweep and mop floor and wipe baseboard
- Clean and shine faucet and sinks

### LIVING/DINING AREA

- Clean inside of windows and sills and remove dead bugs
- Clean heat registers and dust wall corners for cobwebs
- Clean blinds
- Clean light fixtures - remove dead bugs
- Replace burnt out bulbs
- Wipe off fan blades

### CLOSETS

- Clean bar and shelves
- Clean woodwork and doors

### SLIDING GLASS DOORS

- Clean dirt from sliding door tracks
- Vacuum screen
- Clean window inside and outside
- Clean blinds

### BEDROOM (MASTER)

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

### BEDROOM (#2)

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs

- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

**BEDROOM (#3)**

- Clean blinds
- Wash all windows inside, sills, and tracks-remove dead bugs
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

**BEDROOM (#4)**

- Clean blinds
- Wash all windows inside, sills, and tracks
- Clean baseboards, door, and trim
- Clean light fixtures – remove dead bugs/Wipe off fan blades
- Replace all burnt out bulbs
- Clean heat registers
- Remove cobwebs
- Test smoke detector/replace battery if needed
- Wipe off closet shelves

**BATHROOM (MASTER)**

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures-remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

**BATHTUB/SHOWER**

- Clean doors and track
- Clean tub, surrounds, and fixtures

**MEDICINE CABINET/VANITY**

- Wipeout cabinet, vanity, and door
- Clean mirror

**STOOL, SINK, TOWEL BAR**

- Clean stool inside and outside

- Clean sink, fixtures, and countertops
- Wipe down towel bar
- Wipe down toilet paper holder

**BATHROOM (2<sup>nd</sup>)**

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures-remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

**BATHTUB/SHOWER**

- Clean doors and track
- Clean tub, surrounds, and fixtures

**MEDICINE CABINET/VANITY**

- Wipeout cabinet, vanity, and door
- Clean mirror

**STOOL, SINK, TOWEL BAR**

- Clean stool inside and outside
- Clean sink, fixtures, and countertops
- Wipe down towel bar
- Wipe down toilet paper holder

**BATHROOM (3<sup>rd</sup>)**

- Clean vent fan cover and replace bulbs if needed
- Clean light fixtures and remove bugs
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and Mop

**BATHTUB/SHOWER**

- Clean doors and track
- Clean tub, surrounds, and fixtures

**MEDICINE CABINET/VANITY**

- Wipeout cabinet, vanity, and door
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**STOOL, SINK, TOWEL BAR**

- Clean stool inside and outside
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- Wipe down towel bar
- Wipe down toilet paper holder

**DECK/PATIO/PORCH**

- Remove all items
- Sweep
- Replace burnt out bulbs

**HALLWAY**

- Clean heat registers and ceiling vents
- Remove cobwebs
- Wipe shelves in closet
- Clean light fixtures – remove dead bugs
- Replace all burnt out bulbs

**CARPET**

- Vacuum prior to carpet cleaning
- Go around edges with vacuum attachment

**GARAGE (if applicable)**

- Remove all items and sweep
- Clean oil spots
- Replace burnt out bulbs

**STORAGE CLOSET (if applicable)**

- Remove all items and sweep

**BASEMENT (if applicable)**

- Remove all item and sweep
- Remove cobwebs
- Vacuum carpet (if applicable)

**LAUNDRY ROOM (if applicable)**

- Wipe off washer and dryer
- Clean lint trap
- Vacuum behind machine with attachment
- Wipe off shelf
- Sweep and mop
- Clean fabric softener cup and bleach dispenser
- Replace all burnt out bulb