

# Sue Carrell & Associates Property Management

## Move-Out Instructions

We sincerely appreciate your residency. Following are some instructions that will help your pending move go more smoothly. Please feel free to give our office a call if you have any questions.

### CARPET

Per the terms of your lease, it is your responsibility to have the carpet cleaned upon vacating. If you have pets, flea bombs should be set off after carpets are professionally cleaned. This should be done after all items have been removed.

### CLEANING

Please leave your unit as clean as possible in order to avoid any unnecessary charges. Cleaning requirements are listed below, as applicable. Any items not completed will be charged against your security deposit.

#### Kitchen

1. Clean refrigerator exterior, shelves, crisper and freezer. Keep plugged in.
2. Clean all cupboards (including door fronts), counters, tile, sink, faucet, floor, walls, etc.
3. Clean windows and tracks inside and out, and screens.
4. Remove all items from dishwasher, clean front and inside rim.
5. Clean hood, stove top, knobs, burners, drip pans, door front and oven.

#### Bathrooms

1. Clean toilet bowl and tank.
2. Clean chrome fixtures, fan, walls & mirrors.
3. Wipe inside of medicine cabinet.
4. Clean floor, tile & baseboards.
5. Clean tub/shower and grout (Note: mold & mildew is *not* normal wear & tear).

#### Throughout

1. Sweep & mop floors.
2. Clean baseboards.
3. Clean all mirrors, windows, window-sills, & sliding door tracks. Dust or vacuum screens.
4. Wipe down walls, doors & door frames, removing fingerprints, scuffs & marks
5. Remove nails & picture hangers from walls. Do *not* patch or paint.
6. Wipe down blinds thoroughly.
7. Vacuum, dust, closets & shelves, remove hangers.
8. Clean fireplace.

#### Exterior

1. Sweep front & back porch, clean cobwebs from corners, light fixtures, overhangs, etc.
2. Sweep out garage. Remove all items from shelves & storage.
3. Remove all boxes and debris from premises.

### **Note:**

1. We will be conducting two Move-out inspections with you. You will receive a *Notice of Right to Inspection* (NRI) to designate the date and time for your *Pre Move-Out Inspection*. You may waive this inspection in writing by using this form (NRI).
2. The *Final Move-Out Inspection*: A member of our staff will be available to do the inspection on the day you vacate the premises and surrender the keys. You may not enter the unit again after this date.
3. Utilities must remain in your name until your move-out date. Contact utilities to shut off service no earlier than the date of your move out.

*Thanks again for your cooperation, and best wishes on your new home!*