

Resident Move-Out Information

Thank you for giving us the opportunity to be your landlord. To facilitate a smooth transition for you and the new tenant and to avoid cleaning charges upon move-out, please follow the guidelines listed below:

General:

- Before you vacate your unit, you must call the janitor so they can inspect the apartment.
- Contact the utility companies, like electric, gas, cable and have your accounts closed.
- All walls that you have painted shall be painted back to the original color
 - Tenants will be responsible for any paint damage to the floor, baseboards, etc.
- DO NOT PLASTER THE WALLS
- All your belongings and debris must be removed from the entire apartment, including closets, cabinets, shelves, storage, and rear porch.
- All floors shall be vacuumed and washed; the carpeting must be free of stains, blemishes, and holes.
- All ceiling fans, blinds, windows and window sills shall be cleaned.
- All wallpapers, stickers, etc. must be removed. This is prohibited on the lease and tenant will be responsible for any damage during the removal.

Kitchen:

- The kitchen sink, cabinets and countertop must be emptied and washed.
- The refrigerator shall be emptied, defrosted and washed.
 - DO NOT UNPLUG IT AND LEAVE THE DOOR SHUT
- The dishwasher shall be emptied and cleaned.
- The stove, oven, broiler and burners shall be cleaned and free from grease.
- Any adhesive on the backsplash must be removed. Tenant will be responsible for any damage during the removal.

Bathroom:

- The bathroom sink, bathtub and toilet must be scoured.
- The vanity must be emptied and cleaned.

In the event any of the forgoing has not been performed by the Lessee, the following specific cleaning and replacement charges will be immediately due from the Tenant to Landlord:

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| ▪ Refrigerator Cleaning | \$75.00 |
| ▪ Range/Oven Cleaning | \$75.00 |
| ▪ Cabinets/Counter Cleaning | \$25.00 |
| ▪ Apartment/Building/Mail Key Replacement | \$30.00 |
| ▪ Furniture/Trash Removal | \$50.00-250.00 |
| ▪ Excessive Cleaning | \$100.00-250.00 |
| ▪ Painting | \$200.00-\$1,500.00 |

Please note that prices may increase if emergency cleaning must be performed overnight due to a delayed move-out and if the tenant damaged or painted the walls, ceilings, trim, etc.

Please be advised that you are contractually obligated to vacate the unit by 12 p.m. on the last day of your lease. Leave all sets of keys with our janitor. Following your move out our janitor will inspect the unit and if you wish to be present at the time of inspection, please contact your janitor to arrange the meeting.

Once again, we really appreciate your cooperation.
Please do not hesitate to give us a call in case you have any concerns or questions.