

CLEANING AND MOVE OUT PROCEDURES

IMPORTANT!! PLEASE READ AND FOLLOW

At least 1 week prior to move out:

Contact all utility companies to terminate your services as of the day after move out OR day after your lease expiration date. (whichever is latest) Your lease requires you to keep utilities in your name for full term of lease. Give utility companies forwarding address and arrange payment of final bills.

Contact the US Post office and fill out a change of address form. If you rent an apartment in the Villa Commons, the USPS mailbox key you have needs to be returned to the post office.

Before move out day:

Please provide us with a legal size self-addressed stamped envelope with your forwarding address (the address where you want your security deposit accounting sent). The security deposit, less any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear and any past due amounts, will be mailed with full accounting.

Your deposit balance, and an itemization of any charges, will be mailed within thirty (30) days after your lease expiration.

Preparing Apartment for Move Out:

Return the rental unit in the same condition/cleanliness as was turned over to you.

It is in your best interest to do so and to clean as follows:

STOVE & OVEN; Move the entire unit and clean floor underneath. UNPLUG BEFORE CLEANING.

Clean outside -top, front and the sides. Vacuum any accumulated dust on back

Remove all knobs and soak in warm, soapy water to remove all grease and grim.

Clean inside-

Remove the racks from oven and clean. (An easy way is to soak overnight in tub with dish detergent &/or borax then wipe clean. Lay towel in bottom of tub first so there is no damage or scratching from racks!) Thoroughly clean inside oven, bottom sides and top.

Lift up the stove top from the front of the unit. Clean under burner area as well as the bottom side of top where burners are. Typically, these areas are greasy. Soak any hard to remove build up. Do not use anything sharp or abrasive that will scratch.

Clean all grease and build up on inside of oven door.

You may need to spray everything a couple times and let it sit and soak overnight. Everything WILL clean up and even black and burned on debris WILL COME OFF. Remove any dried cleaning residue.

The best oven cleaning tool I use is a single edge razor blade! Spray general purpose spray, let sit a few minutes, then CAREFULLY scrape off black baked on spots from enamel with razor. Use razor blade on enameled surfaces only, not painted surfaces. May need to repeat for stubborn areas.

Do NOT use cleaners on door gaskets.

Replace any burned out light bulbs with appropriate oven bulbs and stovetop drip pans that are not clean.

When done cleaning, plug back in and put in position.

STAINLESS STEEL KITCHEN SINKS; To get those sinks sparkling, I suggest using Bar Keeper's Friend or Bon Ami. Use this with a soft cloth and clean all areas, including the faucet. Rinse well. Remove dried cleaning residue. Microfiber cloths for glass cleaning will make them shine.

MICROWAVE (if applicable); Clean inside, top, bottom and the outside. Remove the glass turn plate and wash with soapy warm water. If necessary, replace light bulb with appropriate appliance bulb. Remove dried cleaning residue.

REFRIGERATOR; Move the entire unit and clean floor underneath. UNPLUG BEFORE CLEANING. Empty completely. Clean outside – front, top, behind and sides. Clean the inside including doors and gaskets on both doors. Remove drawers and clean underneath and wash drawers in soapy warm water. If necessary, replace light bulb with appropriate appliance bulb. Remove any cleaning residue.

DISHWASHER (if applicable); Clean the outside and the inside of the door, bottom and racks. Clean any food particles or grease accumulated in bottom of dishwasher. Run a short cycle when empty.

FANS & LIGHTS (if applicable); Dust entire top, sides and bottom of the fan blades, use a damp cloth if necessary. Clean the housing unit that connects the fan to the ceiling as well. Remove the light globes and wash them in soapy warm water. There usually is accumulation of bug carcasses and dust inside those. All LED bulbs remain as part of permanent fixtures and residence. Replace any burned out light bulbs.

WASHER & DRYER hookups (if applicable); After removing your machines, check valves for leaks and call office if you see any evidence of water or water damage from supply lines. Replace the supply valve screw on caps that were on the pipes when you moved in.

WINDOWS; Most windows are double hung and can fold in to clean the outside. Be sure to clean inside, outside, sills, sashes, jambs, tracks. You will need to vacuum to thoroughly clean in the tracks and corners and then wipe down. Windows are not hard but time consuming which is why it's costly if you don't do it correctly. Be sure to clean blinds as well.

WALLS; Dust and wipe down with a damp rag. Clean/remove any adhesives or noticeably dirty areas. We will repair any holes or damage.

IMPORTANT: As stated in your lease, Do NOT attempt to repair any damage or holes in walls. This usually results in more work on our part which means more charges to you.

VENTS; Where applicable, remove floor vent covers, vacuum duct and cover then replace. The return air vent is larger and will also need to be vacuumed /wiped down.

BASEBOARDS, DOORS & DOOR/WINDOW CASINGS; Be sure to use a damp wet wash cloth and wipe off the dust and cobwebs from all of the baseboards, doors and casings/trim.

BATHROOM COUNTER, TOILET AND SHOWER; Do not use anything abrasive or harsh that will damage the acrylic tub surround. A simple mixture of Dawn dishwashing detergent and white vinegar with a small portion of water in a spray bottle works well to remove grime and soap residue. Rinse completely. Make sure all built up soap scum is removed. Be sure to clean the shower head, faucet, tub spout and the top of the shower surround as well. Completely clean the outside of toilet and the inside bowl and seat. Clean bathroom vanity, cabinet and mirror. Clean sink and faucet fixture. BonAmi or Barkeeper's friend will remove many things you might consider "permanent stains". (do not use these scouring powders on tub/shower surround)

**Note: any hair found in bathroom is an indicator of additional cleaning required.

KITCHEN, BATHROOM CABINETS; Empty completely. Vacuum out the drawers and cupboards. Wipe down with a damp wash cloth the fronts, sides, edges and inside the cabinets, drawers and doors.

LIGHT BULBS AND BATTERIES; The last day is when you should double check to make sure all light bulbs work and the batteries in the smoke detectors are working. Test smoke detectors. All LED bulbs in permanent fixtures are considered part of the premises and should not be replaced or removed unless burned out. Don't forget to check any exterior fixtures.

FLOORS; These should be done last as you are making your way out the door, literally. Depending on your floor material be sure to vacuum, mop and scrub to get all floors clean. There should be no cleaning residue or visible "mop marks". Carpets should be vacuumed, steam-cleaned if necessary, and dry.

OUTSIDE/PATIO AREAS; Outside areas should be free of any belongings or debris. Sweep concrete areas.

NOTE: Do not put large furniture items in the dumpster. If you have things you do not want to take with you, donating is a good option. ReStore, New to You or Goodwill will usually pick up such items.

Attached is a list of cost estimates for any required additional cleaning or repairs. You will be responsible for these charges. If security deposit is not adequate to cover charges, you will be required to pay the balance owed.

THANK YOU!

RECEIVE YOUR ENTIRE DEPOSIT BACK

Residents often inquire as to what charges will be assessed for cleaning and damages to their rented property during and after their residency. In efforts to make our residents aware of the cost of property damage and cleaning, we have included this general list of minimum estimates.

CLEANING (not completed by tenants)

Vacuum entire unit and/or clean floors	\$75 and up
Stove top and /or oven	\$100 and up
Kitchen/bathroom cabinets and/or counter tops	\$75 and up/each
Refrigerator	\$100 and up
Kitchen and/or bathroom floors	\$50 and up
Toilet	\$25 and up/each
Fumigate for fleas and/or other pests	\$200 and up
Bed bug treatment	\$800 and up
Remove interior and exterior junk/debris	\$75 per hour plus dumpster fees
Remove cigarette butts/filters	\$3 per butt/filter
Carpet cleaning and/or deodorizing	\$100 and up
Bathtub or shower	\$75 and up
General cleaning interior and exterior	\$35 per hour/per laborer
Windows: glass, sills, seals, and jambs	\$20 and up/each window
Blinds/HVAC vents	\$10 and up/each
Light fixtures/ceiling fans	\$20 and up/each fixture
Microwave	\$25 and up
Dishwasher	\$25 and up

DAMAGES / MISSING ITEMS

Replace/repair interior door	\$200 and up
Replace/repair exterior door	\$450 and up
Replace interior lockset	\$45 and up/each lockset
Replace/repair/rekey master-keyed lockset	\$90 and up/each lockset
Replace/repair/rekey master-keyed deadbolt	\$90 and up/each deadbolt
Replace doorstops	\$10 each
Replace keys	\$25 per key
Remove wallpaper	\$150 and up
Remove crayon/pencil/marker marks	\$30 and up
Repair nail holes, each	\$35 and up
Replace smoke/carbon monoxide detectors	\$50 and up/each detector
Replace smoke/carbon monoxide detector batteries	\$4 each
Replace/repair thermostat	\$100 and up

Replace/repair broken window pane(s)	\$100 and up
Replace/repair window screen	\$60 and up/each screen
Replace LED light bulb	\$4 and up/each bulb
Replace light fixture cover/globe	\$25 and up/each cover/globe
Replace light fixture	\$50 and up
Replace/repair ceiling fan	\$150 and up
Replace electrical cover plate	\$3 per plate
Replace electrical outlet/switch	\$10 per outlet/switch
Replace bathroom mirror	\$75 and up
Replace/repair towel bar	\$50 and up
Replace/repair toilet paper holder	\$25 and up
Replace/repair cabinets and drawers	\$75 and up/each cabinet or drawer
Replace shower head	\$40 and up/each shower head
Replace/repair commode	\$175 and up/each commode
Replace/repair faucet and/or stopper	\$70 and up/each faucet
Replace toilet seat	\$25 and up/each seat
Clear drain/sewer stoppage	\$175 and up
Replace counter top	\$250 and up
Replace refrigerator shelf	\$100 and up/each shelf
Replace refrigerator bar	\$65 and up/each bar
Replace refrigerator drawer	\$85 and up/each drawer
Replace oven knob /rack/drip pan	\$10 and up/each
Replace/repair HVAC vent cover	\$25 and up/each
Painting	Determined by contractor's price
Repair/replace drywall and paneling	Determined by contractor's price
Repair exterior siding/soffit/coil stock	Determined by contractor's price
Replace/repair tile/linoleum/carpet/flooring	Determined by contractor's price
Repair roofing and gutters	Determined by contractor's price
Repair/replace bathtub/shower	Determined by contractor's price
Repair/replace additional missing/damaged appliance/parts	Determined by contractor's price