

MOVE-OUT INSTRUCTIONS

1. A 30 day (or more) written notice is required.

Cleaning requirements:

- A. Return the property to move-in condition.
- B. Dust or wash soiled walls and woodwork. Remove all nails and screws from the walls. Dust the windowsills, blinds and ceiling fan blades/fixtures.
- C. Entrance, kitchen and bathroom flooring must be thoroughly cleaned.
- D. Kitchen appliances must be cleaned and free of grease, i.e. oven, exhaust fan, refrigerator, etc. If the oven is self-clean DO NOT USE OVEN CLEANER. Defrost refrigerator, wash with a mild detergent and thoroughly dry, turn the dial to the OFF position and be sure to leave the door open.
- E. All light fixtures must be cleaned and equipped with the proper sized working bulbs.
- F. Bathrooms including tubs, showers, sinks, toilets and tile must be thoroughly scrubbed and cleaned. Mirrors must be cleaned.
- G. All counter tops in kitchens and baths must be wiped.
- H. All drawers and cabinets must be emptied and wiped.
- I. Fireplace must be free of ashes. Any glass doors on a fireplace screen must be cleaned.
- J. A new filter must be installed in the heating/air conditioning unit.
- K. Porches, patios, and garages must be swept.
- L. The property must be free of debris. All trash and leaves must be removed from the premises. Lawns should be freshly mowed.
- M. Carpets must be professionally cleaned by: Wayne's Chem Dry or Heaven's Best Carpet Cleaning and this will be determined by the landlord. A paid receipt is required, or this can be deducted from your deposit.

2. All keys and garage door openers must be turned in.

3. A forwarding address must be provided in writing. Your deposit or an explanation of its disposition will be forwarded to you within 30 days after you move out and all keys and/or garage door openers are returned.