

Tenant(s): _____ Unit: _____

MOVE-OUT GUIDELINE

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 21 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$40/hour for their services will be deducted from your security deposit.

- **Your security deposit does not apply to your last month's rent!**
- **You are to be moved out of the apartment by noon on the last day of your lease.**
- **Leave all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls.** We will not charge for filling nail holes unless there is an unusual quantity.
- Contact Steve to remove the storms and inner windows to make it easier for you to clean. We will also re-install the windows after cleaning. There is no charge for this service.
- Leave all apartment, mailbox, basement and garage keys, parking tags and garage door openers in an envelope, along with your forwarding address.
- **Contact Xcel Energy to take a final meter reading at the end of the lease term (unless electricity is included in your rent).** If you move out before the last day of your lease, Xcel Energy (1-800-895-4999) must be kept in your name until the end of the lease, unless we are able to re-rent the unit before that date. In this case, Xcel Energy must be kept in your name until the starting date of the new lease.
- Furnish the Post Office with your forwarding address online at usps.com
- **Arrange for your phone and cable service to be disconnected.** If you are a tenant at the Parkside Apartments and are cancelling your Charter Internet, please make sure to tell Charter not to cancel the basic cable service, only the internet.
- **Please call the office at 715-831-2106 to schedule a time for a move-out inspection.** Everything must be out of the apartment to do the move-out inspection. You must be present during the inspection so that there are no misunderstandings. We would rather have you complete the cleaning than to hire it done and charge you for it.
- **Notify us if you will be leaving furniture behind** so that arrangements can be made to have Boxx Sanitation pick it up.
- **Please call our office at 715-831-2106 with questions** regarding these guidelines.

CLEANING CHECKLIST

LIVING ROOM

- Clean all blinds

- Wash all windows, sills and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters.
- Vacuum carpet and any cobwebs
- Wipe down closet shelf, if applicable
- Clean air conditioner filter, if applicable

KITCHEN

- Clean all blinds
- Wash all windows, sills and screens.
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters.
- Wash ceiling fan, counter top and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside and outside. Turn it off and leave doors propped open. (Defrost with hairdryer if necessary.)
- Clean oven, top of range, under burners, hood and broiler pans. (Drip pans will be replaced at your expense if they don't come clean.)
- Wipe out all cupboards and drawers inside and out.
- Vacuum any dust off ceiling from fan.
- Scrub floor
- Wipe down closet shelf, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven and fan)

BATHROOM

- Dust all baseboards and electrical plates
- Wipe down baseboard heaters.
- Scrub the bathtub, toilet and sink inside and out
- Clean medicine chest and shelves and closet and/or cupboards
- Scrub floor
- Clean ceiling exhaust fan, light fixtures and replace any burned out light bulbs.
- Wipe down washer and dryer inside and out, if applicable

BEDROOMS

- Clean all blinds
- Wash windows, sills and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wipe down closet shelves
- Wash ceiling fan, blades and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

STORAGE AND GARAGE

- Sweep out or vacuum any storage areas, garages or basements
- Replace any burned out light bulbs