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VACATING PROCEDURE

Please follow the instructions to insure prompt return of your deposit

CLEAN

Kitchen

Oven and Stovetop

- Clean stovetop and drip pans beneath burners (replace if necessary)
- Clean oven, broiler pan, and under the stovetop with OVEN CLEANER
- Carefully move to clean underneath-Do NOT Leave Unplugged

Refrigerator

- Clean interior and exterior thoroughly
- Carefully move to clean underneath-Do NOT Leave Unplugged

Countertops and Cabinets

- Remove everything, wash and wipe down with warm water

Sink

- Clean dirt collections around spout and handles

Floors, Baseboards, and Walls

- Sweep and mop (under the oven and refrigerator-Do NOT Unplug)

Bathrooms

Commode

- Scrub bowl and clean ENTIRE exterior with TOILET CLEANER

Sink and Shower

- Clean dirt collections around spouts and handles
- Scrub shower wall and tub basin with a mild TUB & TILE CLEANER

Cabinets, Closets, and Mirrors

- Remove everything, wash, and wipe down with a cleanser and warm water

Floors, Baseboards, and Walls

- Sweep with a broom, wipe down, and mop

All Other Rooms, Storage, and Bedrooms

- Remove everything, sweep, vacuum, and clean carpets
- Wipe down all walls and baseboards

All Windows

Clean sills, seals, jams, and glass (inside and out)

Overall

Dust the furnace intake, clean any ceiling fans, and replace all burnt out light bulbs. Broken windows and screens can be taken to Athens Glass for any necessary repairs. The paint we use can be purchased at Sherwin Williams for any painting needed. The type and color is Pro-Mar200, Dover White, Semi-Gloss (Paint can be purchased in pints for smaller jobs). Keep in mind, though, that it may cost more to repair substandard work you may have done than for us to do the work instead. Even if you are not moving out, we require that you take these appropriate measures listed above to ensure that you have a problem free and clean place when your new lease commences.

IMPORTANT!! PLEASE READ AND FOLLOW

Please provide us with a legal sized, self-addressed envelope (the address where you want your deposit sent), along with a contact telephone number, and please print your present apartment address on the back of the envelope. Leave all keys and parking passes on kitchen counter or in top drawer and notify us before you have completely left the unit to schedule a walk out. Contact all utility companies to pay all final bills and cancel your services.

Security deposits are mailed out on the 30th day from the LEASE END