

TENANT MOVE-OUT INSTRUCTIONS

Landlord, Elma Martinez

Address: _____ Date _____

Tenant: _____

I hope you have enjoyed living at the address listed above. In order to help make your move easier and to avoid confusion, I have prepared the following instructions. These instructions will serve as an explanation for what cleaning, repair, and upkeep is expected of Tenant (s) at move-out, according to the terms of the rental agreement. Please refer to the Addendum to Residential Lease Agreement and the Addendum to Residential Lease Agreement-Security Deposit for contract terms.

1. WHAT RETURNING POSSESSION MEANS:

You will not be considered to have moved out and returned possession of the premises until ALL of your personal property has been removed from the premises, including the garage, walkways; and you have returned ALL keys and remotes. Please don't leave anything behind--that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, and cleaning supplies or other items that belong to you.

Rent will not stop until all property has been removed.

2. WHAT IS REQUIRED FOR A REFUND, IN PART OR IN FULL, OF YOUR SECURITY DEPOSIT:

The purpose of the refundable security deposit is that the home will be returned in the same condition that it was when it was rented, normal wear and tear excepted, returned keys and remotes and fulfilled all the obligations of your rental agreement and addendums. To refresh your memory on the condition of the unit when you moved in, I've attached a copy of the Move-In Inventory and Condition Form you signed at the beginning of your tenancy. I'll be using this same form to inspect your unit when you leave. Any repairs or upkeep needed to bring the property back to this standard will be charged to the deposit.

Any alterations made by the Tenant without the written approval of property manager will be the responsibility of the tenant to restore to its original condition.

3. CLEANING, UPKEEP, AND REPAIR MOVE-OUT INSTRUCTIONS:

CARPETS/DRAPES

1. Must be cleaned professionally (with stain protection), no stains or odors. PROVIDE LANDLORD WITH RECEIPT.
2. For new carpet, any clean carpet remnants, please leave in garage.
3. If a Pet Agreement is included, please refer to the instructions therein.

WALLS AND CEILINGS

1. There should be no holes on the walls. Picture hooks/hangers/nails should be removed from the walls. **DO NOT PATCH HOLES ON WALLS:** do not fill in small nail holes left from hanging pictures.
2. Walls/door jams/ceilings should be free of grease, dirt, smears, etc. Tenant will incur charges for gouges and holes beyond normal wear and tear. Please note: pen/pencil marks on the walls are not normal wear and tear.

KITCHEN

1. Refrigerator must be clean. All foodstuff should be removed and ice trays present.
2. Dishwasher must be clean.
3. Stove/oven must be clean inside and out, including hood, vent and fan compartment. Be sure burners, under burners, knobs, glass doors are left clean. Appliances and cabinets should not be greasy to the touch. Broiler pan should be present.
4. Cabinets/drawers must be clean, **INSIDE AND OUT**, all foodstuffs and paper removed.
5. Sink/counter tops must be clean.
6. Floor must be clean, swept and mopped. Grout must be cleaned/steamed.

BATHROOM(s)

1. Sink/counter tops and plumbing fixtures must be clean.
2. Shower and bathtub must be clean, including soap buildup removed. Shower door tracks and chrome on doors should be clean. Please remove personal shower curtain and shower curtain rings.
3. Toilet must be clean, including tank and base.
4. Medicine cabinet/mirror must be clean.
5. Floor must be clean, swept and mopped. Grout scrubbed/steamed.
6. Windows must be clean and free of any moisture build-up.
7. Exhaust fan must be free of any dirt build-up.
8. All burnt light bulbs replaced.

ALL ROOMS

1. Trash and personal effects should be removed from all rooms/closets/cabinets/drawers/etc.
2. Doors and windows must be clean, including sills and ledges.
3. Window screens should be present on all windows & free of holes/cracks.
4. Light fixtures and ceiling fans must be clean and have operating bulbs. Replace any burnt-out light bulbs with the same type provided at move-in.
5. Mini blinds should be clean, dusted and/or vacuumed.
6. Baseboards, edges, corners and ceilings should be WIPED clean.
7. Front entry area must be clean, inside and out.
8. Floors– Carpet/Hardwood/tile/linoleum floors must be clean & free of debris. Grout steamed.
9. Electrical plates/light switches should be clean
10. Smoke Detectors must have operating batteries.
11. New Heating & Air Conditioning system filter must be installed.

OTHER AREAS

1. Fireplace glass must be clean.
2. Yards must be mowed, weeded and free of debris.
3. Garage/Patio must be clean, swept and free of debris.

4. ADDITIONAL TENANT RESPONSIBILITIES:

Please be sure you have PAID AND TRANSFERRED phone and utility services **AS OF THE LAST DAY OF YOUR LEASE TERM**, canceled all newspaper subscriptions, and sent the post office a change of address form.

Once you have cleaned your unit and removed *all* your belongings, please call Roger Nesch at 725-5903 to return all keys.

Please be prepared to provide your forwarding address to expedite the return of your security deposit; Landlord will also need your phone number. Landlord will issue one check for any security deposit refund. This check must be made out in all tenants named on the Lease. It is the tenants' responsibility to work out the details of the distribution.

Rent will still accrue and be charged to your deposit up till the day the keys/garage remotes are received and your lease term expires.

5. Additional Instructions:



As per the lease: if the premises have been left unclean, cleaning will be charged a minimum of \$50 dollars and additional cleaning at a rate of \$30.00 (thirty dollars) an hour. Your unit included _____ sets of keys _____ garage door opener(s), _____ sprinklers, _____ soaker hoses, and _____ garden hoses. If they are missing, the replacement cost will be charged. The lawn and landscaping should be in the same condition as when you moved in. Any yard work, including pruning, not done will also incur a charge at \$30 labor.

If you have any questions, please call me at 217-691-6695 or email at krsem@aol.com.

Thank you for your tenancy; it has been a pleasure to have you as a tenant.

