



Move-out Instructions & Cleaning Requirements

In order to provide a clear understanding of what is required of you on your move-out date to receive a full refund of your security deposit, we have detailed the following requirements:

- 1. Inspection:** It is the resident's responsibility to contact their Manager to schedule a move-out inspection. Inspections can be made for no **earlier than 7 days** prior to move out and no later than **NOON (12pm)** of the last day of the lease term. Should the resident fail to make an appointment, meet with the Manager or cancels the inspection the resident forfeits the opportunity to dispute any deductions from the security deposit.
- 2.** You must be completely moved out of the apartment and have all keys returned **on or before NOON of the last day of the month of your lease term.**
- 3. Trash:** All of your belongings including furniture must be removed from the **property**. You may **NOT** leave it in the loading dock, next to the dumpster or in the dumpster. We will deduct **\$75.00** from your deposit for **EACH** large item left. You must find your own means of disposing of large unwanted items.
- 4. Kitchen Cleaning:** Clean appliances thoroughly inside and out. Defrost freezer and remove all excess water. Clean the top of the refrigerator from front to back. Use oven cleaner to clean inside oven, do not rely on the unit's self-clean cycle to do the work for you. Remove top burners, clean underneath and clean burner pans. The top of the stove can be **lifted open like a hood of a car** for easy cleaning. Clean cabinets inside and out, sweep and wash floors **including under the appliances**, scrub sink with AJAX powder and a rough green scouring pad and clean faucet. Clean all light fixtures including bulbs, globes and the blades of the ceiling fan in dining area/living area. Clean top covers of dome lights.
- 5. Bathroom Cleaning:** Clean tub, tile and grout very thoroughly. Scrub tub with AJAX w/ Bleach power and a green scouring pad. Clean sink, faucet, vanity cabinet and top, medicine cabinet, mirror, toilet bowl, toilet tank and base, wipe baseboards, light bulbs and fixtures and clean linoleum or tile floor.
- 6. Closets:** Dust and wipe down shelving and poles.
- 7. Windows:** Clean the inside of all windows, wash window sills and dust all **blinds**.
- 8. Pets:** Make certain that you clean up after your cat(s) and dog(s). Thoroughly clean hair from hiding places (under radiators, refrigerator coils, in closets). **You will be charged extra to extract pet order from the carpet. Or you will be charged replacement cost of the carpet for un-removable orders or stains and any other surface.**
- 9. General:** All heat registers & radiators must be dusted on top and cleaned underneath. Vacuum or dust all baseboards and vacuum carpet and floors thoroughly. Vacuum or knock down cobwebs in upper corners, remove all nails and stick-on items used on walls without further damage to wall. **Replace burnt out light bulbs.** Wipe down all doors and the trim above each door for dust.

OVER

- 10. Painting:** If you painted your apartment you must paint it back to the original color unless approved by management. We will provide paint for you; please call to arrange an inspection of your colors.
- 11. Keys:** All keys, including lobby key, apartment keys, mailbox key and garage remote must be returned to your Manager only. Keys may not be left behind without contacting the Manager. If keys are not returned, we will deduct **\$150** from your deposit per lock change & **\$50** remote replacement.
- 12. Rent:** All rent due, including late fees must be paid in full.
- 13. Forwarding Address:** Must be submitted your Manager to ensure proper mailing of the security deposit. Should we not receive the address, it will be mailed to your previous address. Address can be provided during move-out inspection on the move out form.
- 14. Security Deposit:** Deductions will be made from your deposit by your Manager for damages or items and areas left unclean. Your Manager will explain the deductions and give the resident an opportunity to correct the issue during the move-out inspection. Should the resident refuse to correct said issue a deduction will be made from the deposit. Security deposits less deductions will be mailed within twenty-one (21) days from the move out date.
- 15. We Energies:** You **MUST** call We Energies and **CANCEL** your account. Please do not wait until you move to your new residence to do so. They will allow you to call in advance with a cancelation or transfer date. Please remember, even if you happen to move out a few days early you are responsible for the utilities in the apartment until the end of your lease, this is almost always the last day of the month you are moving. Edgewater Real Estate is not responsible for accounts left open.

Please email or call your manager at to schedule your Move-out Inspection.

Thank You,
Edgewater Real Estate