

DIRECTIONS FOR MOVE-OUT

The purpose of this form is to give the procedure of moving from an apartment/house
Address of the apartment _____

Tenant(s) _____

The property is to be vacated by **12:00 noon** on _____
(Failure to meet this deadline will mean that the tenant will pay \$200.00 per day or fraction thereof until all tenants and items are removed from apartment and all items for landlord are turned in.)

Vacated means the following:

1. Cleaning as defined below
2. Removal of all nails, etc in walls and ceilings and surfaces repaired (spackled, sanded and painted). Let landlord know if you need the paint-we will provide.
3. Return of all house and mailbox keys, door operators, etc.

Cleaning. Leave the apartment/house in the condition in which it was turned over to you or better. Here is a checklist of items:

1. Dust and wipe all baseboards, doors and moldings
2. Clean all window and door blinds
3. Clean ceiling fan blades and light attachments
4. Clean windows and windowsills
5. Clean all wood, vinyl and tile floors
6. Vacuum carpets, remove all stains and dirt
7. Clean bathroom fixtures and mirrors with non-abrasive cleaners
8. Clean interior and exterior of all appliances in kitchen and laundry:
 - a. Refrigerator—clean inside and outside on shelves and in drawers, also freezer.
 - b. Stove—clean oven with oven cleaner and clean top of stove, removing eyes and replacing.
 - c. If you have a washer and dryer, be sure to clean them thoroughly.
9. Wipe down inside and outside of all cabinets and drawers.
10. Sweep deck or porch and entry areas.
11. Replace all light bulbs.

If you want your unit professionally cleaned, please call to arrange. We can deduct the amount from your deposit or paid by you personally. Here are some prices you can expect to pay if you or we arrange for cleaning:

- Average apartment cleaning \$150.00 (one bedroom)
- Appliances \$45.00 each
- Floors \$ 5.00 per square yard
- Trash removal \$ 45.00 per sack
- Removal of abandoned items \$45.00 per item (e.g. (sofa, chest, boxes of items)
- (The above is only an estimate and is to vary with the condition of the property)

Please help us show your apartment. It is to your advantage that we lease your rental unit as soon as possible to avoid interruptions in your schedule. We will try to call before showing your apartment so please pick up trash and order your space.

Remember that you cannot use the Security Deposit for payment of rent fee for any month.

Please indicate your acceptance of these conditions by signing and returning one copy of this notice immediately. The other copy is for your records.

I accept the conditions named above and will vacate the premises as indicated in this notice.

SIGNED

DATE

SIGNED

DATE

SIGNED

DATE