

Howard's Place

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MOVE OUT PROCEDURES FOR APARTMENTS

In accordance with the rental agreement, and to maximize the amount of your cleaning/repair deposit, let us remind you of a few important things. In most cases, your apartment was cleaned top to bottom before you moved in. It is expected that you will leave the apartment in the same condition. **EVEN IF YOU MOVE OUT BEFORE YOUR ROOMMATES YOU MUST HELP INSURE EVERYTHING IS DONE.** Below is a list of things that must be completed or we will charge your deposit to pay our maintenance personnel to clean them thoroughly if you do not clean them:

- Oven and stove cleaned scrubbed thoroughly. Oven pulled away from the wall and swept and mopped behind.
- Refrigerator and freezer cleaned. No food or food particles left. Refrigerator pulled away from wall and swept and mopped behind.
- Toilet cleaned. This means lid, seat, and bowl. Outside of bowl must be cleaned. Floor should be washed especially around the base of the toilet including the back area.
- Shower cleaned. No soapy residue left. Walls should sparkle. Fixtures should also be clean and shiny.
- Bathroom floor swept and mopped. Sink scrubbed and mirrors cleaned. All cabinets emptied and wiped out.
- Carpets vacuumed and spots, if any, removed. All baseboards in apartment cleaned and/or painted over. Ceiling fans dusted.
- Kitchen floors swept and mopped. Spots removed, if any. Kitchen sink scrubbed, fixture shiny and counters wiped.
- All cabinets (kitchen, bathroom, hall) wiped out. Outside of cabinets cleaned and polished with Pledge.
- Patch all holes in walls with wall patch. Any marks or food on the walls or doors should be removed. A small pint of paint will be provided to Tenant(s) by the Landlord to cover patched holes. If holes are not patched and painted properly and has to be redone tenants will be charged accordingly.
- Outside of apartment on porches and under stairs all need to be cleaned and items removed. The whole building will be charged for removal of items left under stairs of a building. Please make sure nothing is left behind.
- DO NOT leave anything in the apartment or you will be charged for removal.

Again, if you do not clean/repair the apartment to our satisfaction, we will have it done professionally and you will be charged. It will be taken out of your deposit. **IF YOU LEAVE BEFORE YOUR OTHER ROOMMATES, IT'S STILL YOUR RESPONSIBILITY TO HELP CLEAN. THE DEPOSIT REFUND WILL BE SPLIT UP EVENLY BETWEEN ALL ROOMMATES ONCE EVERYONE IS MOVED OUT. IF YOU'RE THE ONLY ONE LEAVING, YOU MUST CLEAN YOUR ROOM COMPLETELY SO IT'S READY FOR THE NEXT RENTER.**

You should receive your deposit back within 14 days from the day your contract was up provided extensive repair/cleaning does not have to be performed and that you left proper forwarding information.

IF YOU WANT YOUR DEPOSIT BACK YOU MUST DO THE FOLLOWING:
PLEASE RETURN KEYS AND A FORWARDING ADDRESS IN AN ENVELOPE TO SHELLEY HOWARD WHEN YOU LEAVE. PLEASE NOTIFY US VIA EMAIL WHEN YOU ARE OUT SO THAT WE MAY INSPECT PROMPTLY ONCE THE APARTMENT IS EMPTY. DEPOSIT REFUNDS WILL BE VENMOED NO LATER THAN 14 DAYS AFTER YOUR CONTRACT DATE ENDS.