Move-Out Procedures

Below are move-out procedures to be followed when vacating units:

1. Units should be left clean. Please be sure the following are thoroughly cleaned:

   a. All flooring vacuumed and all carpet professionally shampooed (if required in lease).

   b. Refrigerator (when defrosting, please leave the door propped open).

   c. Stove, Broiler, Storage Drawer

   d. Kitchen and Bathroom Sinks

   e. Dishwasher

   f. Tub/Shower

   g. Cupboards and areas under sink

   h. Medicine Cabinet

   i. Closets (including furnace closet)

   j. Balcony

   k. Furniture

2. Carry out all trash, including cement blocks and/or homemade bed frames

3. Set the thermostat to no lower than 60 degrees (for winter move-outs only).

4. Call utility companies and ask them to turn off utilities on the day the lease expires.

5. The move-out is not complete until all personal items have been removed from the unit and all keys returned to the management office. If a tenant moves out late, the tenant will be charged a daily amount of $200, as well as all motel costs and any other costs the incoming tenant might incur because of the late move-in.

6. Return all keys to the management office at the same time if possible. There will be a lock change charge if keys have not been returned before 12:00 noon on the last day of the lease.

7. Before turning in keys your forwarding address must be added on your tenant portal.

Tenants will be charged for the cost of materials and labor necessary to repair any damage to the unit's interior (walls, doors, carpet, windows, furniture, etcetera) for which they are responsible. Any items of apparent value (value is determined at the lessor's discretion) left behind in the unit will be stored for a 30 day period. To recover items, tenants must pay $50 cash per day in storage fees plus the cost of packing and storage.

Damage Fee Schedule

Every item that is not completed prior to move out will be charged according to the following fees and taken out of the security deposit.