



MOVE OUT PROCEDURE

MOVE-OUT INSPECTION: *Landlord's agent has no authority to bind or limit Landlord regarding deductions for repairs, damages, or charges. Any statements or estimates by Landlord's agent are subject to Landlord's correction, modification or disapproval before final refunding or accounting.*

MOVE-OUT PROCEDURES: *Tenant acknowledges and agrees that to receive a full refund of the Security Deposit, tenant must perform the following terms, provisions, and conditions:*

- Fulfill the complete term of the Lease.
- Provide timely written notice ("60 Day Notice to Vacate") to Landlord's agent.
- Pay all rent, fees, and charges through the scheduled day of your move-out.
- Remove all personal furnishings & belongings from the unit and follow the Move-Out Cleaning Instructions (below). If tenant has changed the color, decor of the premises, return it to its original condition.
- Provide to Landlord's agent a complete forwarding address, in writing (email/portal).
- Return all keys, including access gate card keys or opener if applicable, to the Landlord's agent by no later than 5pm upon expiration of leasing period.
- Damages beyond normal wear and tear may result in repair or replacement charges to Tenant, as set forth herewith.

MOVE-OUT CLEANING INSTRUCTIONS

KITCHEN:

- Refrigerator: Defrost, clean, wash and disinfect all surfaces. Turn refrigerator off and leave doors open to prevent mildew.
- Range: Clean all surfaces to remove grease and burned-on particles. Thoroughly clean knobs and polish chrome surfaces. Clean underneath burners.
- Range Hood: Clean all surfaces to remove grease and burned-on particles. Remove, clean, and reinstall filter.
- Dishwasher: Remove debris and disinfect inside surfaces. Clean and polish the front panel including knobs.
- Sink: Clean, disinfect, and polish sink with appropriate cleanser. Clean garbage disposal inserts or gasket, cover, and sink strainer.
- Cabinets and Drawers: Remove all lining materials, if any, clean all shelves and interior surfaces. Clean counter tops and cabinet door-facings.

- Other appliances: If the unit has been equipped with other appliances such as microwaves oven or trash compactor, clean & disinfect these appliances similarly to those described above.
- Flooring: Vacuum carpets, sweep & mop solid surfaces (vinyl, tile, wood, etc.). Dry or wet mop as appropriate. Carpets require Professional Carpet Cleaning Receipt

BATHROOM:

- Bath/Shower: Clean tile, porcelain, or fiberglass surfaces. Clean tub/shower surround. Clean tub surface.
- Mirrors: Clean and polish mirrors with glass cleaner.
- Cabinets, Drawers, and Medicine Cabinets: remove all lining material, clean all shelves, interior surfaces, toilet, countertop, and cabinets fronts.
- Floor: Sweep, mop, and clean.

GENERAL:

- Clean all lights, all window and sliding glass door tracks, front porch, ceiling fans.
- Sweep patio, clean sliding door glass and track if applicable.
- Carpets - a Professional Carpet Cleaning Receipt is required. Do it yourself rental receipts will NOT be acceptable, must be a Professional Cleaning Carpet receipt.
- Make sure all debris is removed from the unit including clothes hangers, phone books and trash bags.
- Replace non-operable or missing light bulbs with same existing type.
- Replace dead or missing smoke detector and/or thermostat batteries.

TENANT ACKNOWLEDGEMENT: Tenant acknowledges and agrees that the following cleaning fees, repairs and replacement charges, plus applicable labor and service charges shall be applied and deducted from Tenant's security deposit if Tenant fails to adequately clean the premises pursuant to the Move-Out Cleaning instructions stated above, or if any items fixtures or appliances are missing or damages due to Tenant's misuse, intentional act, or negligence.

A representative list of cleaning fees, repair and replacements charges are provided below. Tenant understands that these fees are average estimated prices. If the property incurs a higher cost for cleaning, repairing, or replacing a fixture, appliance or other item, Tenant will be responsible for paying the higher cost. Tenant further understands that the lists are not all-inclusive.