

MOVE OUT CHECKLIST

Dear Tenants:

We have compiled a list to assist you in the move out process. Once you turn in the keys to the office, the maintenance staff will inspect the apartment for damages. The list below is designed to help you understand what is expected of you before you turn in your keys.

THIS WILL ALSO SERVE AS A GUIDE AS TO HOW MUCH IT WILL COST IF YOU DO NOT TAKE CARE OF THESE ITEMS:

*CALL ELECTRIC COMPANY TO GIVE A FORWARDING ADDRESS-(Do not discontinue) (YOU MUST KEEP YOUR ELECTRIC ON IN YOUR NAME TILL THE END OF YOUR LEASE)
*CALL CABLE COMPANY (to end services)
*CALL TELEPHONE COMPANY (to end services)
*NOTIFY POST OFFICE OF NEW ADDRESS
*CLEAN STOVE/OVEN (\$50.00) No food spots may be left
*CLEAN REFRIGERATOR (\$25.00) Includes defrosting freezer
*CLEAN TOILET (\$25.00)
*CLEAN TUB (\$40.00)
*CLEAN BOTH SINKS (\$10.00 each)
*MOP/SWEEP/VACUUM ALL FLOORS (10.00)
*REMOVE ALL BELONGINGS/TRASH (\$25.00/hr. to remove) THIS INCLUDES THE APARTMENT AS WELL AS ANY STORAGE AREA.
*CLEAN CABINETS AND WIPE DOWN COUNTER TOPS (\$10.00)

***RETURN KEYS TO THE OFFICE WITH FORWARDING ADDRESS BY NOONTIME AT THE END OF YOUR LEASE! (There is a \$60.00 charge to change the locks if keys are not turned in.)**

Thank you for your cooperation, and we hope your stay with us was enjoyable.