

MOVE-OUT REQUIREMENTS

Thank you for having rented with TJ Guyer. In order to better assist you with your move-out we have compiled a list of procedures that will help you. We ask you to restore the unit to the same condition, less normal wear and tear, as accepted at move in. It may be helpful to refer to your copies of the rental agreement and Supplemental Lease Agreement.

Please read carefully. If you have any questions call our office.

To receive the maximum amount of deposit your rental needs to be cleaned. Here are some suggestions that require your attention.

KITCHEN

- Clean refrigerator, shelves, crisper, under crisper and under foot guard which is removable. Clean on top of refrigerator and freezer. General wipe down as needed. Empty pan under refrigerator if it is self-defrosting. **DO NOT UNPLUG REFRIGERATOR** Leave the door closed.
- Clean all cupboards, inside and out of debris and wipe down. Clean tile, fans and faucet fixtures. Clean counters. Pull out and clean bread boards.
- Clean stove under burners, and **replace drip pans**, clean knobs, oven & bottom drawer. Clean range hood exhaust fan screen and light fixtures free of bugs.
- Clean floor - sweep and mop.
- Clean windows inside and all window tracks.
- Clean laundry room. Sweep and mop.

LIVING ROOM

- Damage to rugs, drapes or mini blinds are the responsibility of the resident. Damage will be charged to you.
- Vacuum rug.
- Clean baseboards and clean finger marks and other marks off walls and doors.
- Wipe drapery rods.
- Clean window sills and tracks. Screens if off put back on & left in good condition.
- Clean light fixtures of bugs and replace any burned out light bulbs.

BATHROOM(S)

- Clean toilet, tub, shower and sink. Remove all contents left in cupboards. All shower door and window tracks need to be cleaned. Sweep floor and mop.
- Clean chrome fixtures throughout and clean fan fixture.
- Empty medicine cabinet. Clean and wipe out.
- Clean tile, sweep and mop floor. Wipe around baseboard heater.
- Clean shower stall, bathtub and fixtures.

BEDROOM(S)

- Clean windows and window tracks.
- Vacuum floors.
- Vacuum closets and remove all clothes and hangers.

MISCELLANEOUS

- Clean front door surface.
- Clean, patios and decks of personal items.
- Clean storage unit of all items including debris.
- Clean parking area from any debris.
- Clean all light fixtures and switch plates. Replace any burned out light bulbs.
- Mold needs to be cleaned according to information distributed at your check in.
- Smoke alarms need to have working batteries.
- Dust and wash smudges off all walls, heaters and baseboards.
- Clean up yard. Make sure grass is mowed and trimmed.
- Clean out and sweep garage.
- All upgrades and improvements made by tenant are to stay with the rental unit.

IMPORTANT!! PLEASE READ CAREFULLY!

1. Please give us your forwarding address in order to receive your refund if applicable.
2. All door keys, garage door openers and mail keys must be **returned to the office**. We will consider your unit vacated when we receive keys. If all keys issued are not returned you will be charged \$100.00 for changing the locks.
3. Notify the utility departments that you are leaving. Pay any balance owing. Give them your forwarding address.
4. Your rental will be inspected after you leave. If you wish, an appointment can be made for you to be present at inspection.
5. Any additional cleaning needed once you surrender you keys, you will be charged \$25.00 per hour (may increase, based on cost of service).
6. Our office policy requires that the condition in which you receive the property is the same condition upon move out, less wear and tear (“rent ready” except for cleaning carpets and sanitizing). We always have the carpets professionally cleaned. If you have them cleaned, a receipt from a professional carpet cleaner must be provided to our office.

Tenant Signature : _____ Date : _____

Tenant Signature : _____ Date : _____

Tenant Signature : _____ Date : _____

Tenant Signature : _____ Date : _____

Agent Signature: _____ Date: _____