

Move-Out Instructions



Report any problems, repairs or carpet stains that you are aware of **BEFORE** you move out.

- **11:00 AM** is the checkout time.
- Please leave the condo in as close to move in condition as you found it. We do hire professional cleaners to disinfect, sanitize, inspect and provide a final cleaning. Tenants are responsible for cleaning and maintaining the property during their stay.
- The housekeeper will be in after 11 AM to clean the unit and prepare for the next tenant.
- Lock the door when you leave. The door code is **XXXX**
- A charge of \$100 for each set of non-returned keys, \$50 - \$100 for garage remote. — if applicable
- Please place any furniture moved by you during your stay back to the original set up.
- Remove all **FOOD** items from the kitchen cabinets AND refrigerator, and wipe down the fridge shelves, kitchen drawers, cabinets.
- Clean the stove top, burner drip pans and elements, most of the Jenn Aire stoves can be fully disassembled for cleaning. Clean inside of oven. For glass tops use Bar Keepers friend or glass top cleaner. Glass tops should be left free of any cooking residue.
- Clean any kitchenware that you have used, such as pots, pans, dinnerware, glasses, and utensils. All kitchenware in cabinets is to be fully cleaned and free of food and grease.
- Wipe down any residue or crumbs from the kitchen counter tops, any other kitchen appliances.
- *Additional cleaning charges will be assessed stove tops and ovens left dirty, or cookware that shows signs of misuse or left excessively dirty.*
- Wash all bedding and towels. Leave sheets, towels and any laundry out on bed for inspection.
- We have a zero-tolerance policy for permanent stains from misuse and tenant is subject to charge for replacement cost of sheets, towels, mattresses, and covers if required.
- Do not leave any wet laundry in the washer, to prevent mildew.

***** In order to return your security deposit in a timely manner, please forward what address you would like your security deposit returned to. Thanks! *****

Charges will be assessed on the following schedule for excessively stained, damaged items, or additional cleaning/trash removal but not limited to:

- ❖ Trash removal from inside the unit - \$10 per bag
- ❖ Recycle removal - \$15 per load
- ❖ King Mattress Pad Replacement - \$55, Queen \$45
- ❖ King Sheet Set Replacement - \$75, Queen \$65
- ❖ Towels - \$10 per Bath, \$6 per Hand, \$5 per Wash cloth
- ❖ Kitchen linens - \$10 per dish towel
- ❖ Pillows - \$15 per pillow
- ❖ Pots/Pans – charged per replacement cost
- ❖ Knives – charged per replacement cost
- ❖ Carpet Stains – charged at cost, typically \$150 per treatment

4 hours for one bedroom, 5.5 hours for 2 bedrooms has been budgeted to clean this unit. Additional cleaning fees at \$50 per hour may be charged if cleaning exceeds the above hours. Damage repair would be charged at contractor's invoiced rate. If you let us know ahead of time and it is normal wear and tear, there will be no charge.

Please ask if you have any questions or need clarifications. Thank you!