



VACATING PROCEDURES CHECKLIST & CHARGES

The following list of items should be completed prior to vacating your unit, both for your own and for the management's benefit. We wish to be able to refund your security deposit in full. Your unit must be left in the same good condition as when you moved into it, with the exception of normal wear and tear.

Please make sure that you do not cause additional damage in your effort to make repairs or to repaint, prior to your moving out. If any repairs or special cleaning are necessary after you have vacated, the costs of these services will be deducted from your security deposit.

Within thirty (30) days of vacating, your unit will be inspected and your security deposit will be returned (less any charges for damages and/or unpaid fees).

To help you, we are providing you with a checklist of items which are YOUR responsibility.

1. Notify our office of your exact move-out date.
2. Notify all utility companies that you are vacating your unit and ask them to turn off any utilities (gas, electric, cable etc.) that you have been using.
3. Return all keys (and any other items on loan to you) to our office and secure a receipt for the items. Failure to return the keys, etc., by the expiration date of your lease will result in a charge to you of \$100. At this time, you should provide our office with a forwarding address and telephone number.
4. Clean all kitchen appliances.
5. Clean all kitchen cabinets (inside and out) and all counter areas.
6. Defrost and clean the refrigerator.
7. Clean all glass surfaces, windows and floors.
8. Vacuum all carpeting and, if needed, shampoo it. You may need to hire a professional cleaning service.
9. Remove all trash and dust from cabinets, shelves and closets.
10. Clean all bathrooms and kitchen ceramic tile. The bathtub and the toilet bowl should be sanitized.
11. Remove all clothing, trash, furniture or anything else which we might be required to dispose of. This includes any and all items in your storage areas. Do not place your throw-away items in the trash area and expect that they will be picked up; this is liable to result in extra charges to you.
12. If you have a fireplace it must be cleaned and vacuumed. Dispose of all unused wood.

Below is a general list of charges that will be deducted from deposits if encountered during the unit inspection.

Trash Removal

Trash Removal:	\$50.00 Per Bag
Large Items (furniture etc.):	\$100.00 Per Item

Kitchen Cleaning

Oven and/or Stove Top:	\$100.00
Refrigerator:	\$75.00
Counter Tops:	\$75.00
Floor:	\$100.00

Bathroom

Tub/Tile:	\$150.00
Toilet:	\$50.00
Vanity/Sink:	\$75.00
Floor:	\$150.00

Rug Cleaning

\$250.00

Window Cleaning

\$25.00 per window

Damages:

Carpet Stains:	\$100.00
Carpet Damage:	\$COST OF REPLACEMENT
Broken Windows:	\$200.00 per window
Broken Screens:	\$150.00 per screen
Jammed Disposal (Neglect):	\$100.00
Lock Replacement and/or Lost Keys:	\$100.00
Electric Fixtures:	\$COST OF REPLACEMENT
Other:	<u>ACTUAL COST OF REPLACEMENT</u> <u>OR REPAIR</u>

Thank you for your anticipated cooperation. Your extra effort will result in a prompt payment of the full amount of your Security Deposit.