

Dear Tenant,

We understand that your lease is expiring and that you have opted to move. In order to accomplish as smooth a transition as possible please read through this letter.

To verify that you have moved out, and to avoid any scheduling problems or additional rent charges, you must complete the following by 5:00 p.m. on the move-out date you stated in your "Notice of Intent to Vacate":

1. Contact your property manager to ensure you have a code to the key box on the front door of the property.
2. If garbage cans are full place them on the curb for pickup or if they are empty place them inside the garage.
3. Place house and mailbox keys, garage remotes, and completed cleaning checklist (if you chose to clean) on the kitchen counter where they can be found easily.
4. Make sure the property is secure (lock all doors and windows) and then place one house key in the key box on the front door.
5. Call or text your property manager to notify them you have vacated the property.
  - a. If calling, leave a message with your name and rental address if there is no answer.
  - b. If you send a text, please include your name and rental address in the text
6. Utilities must remain in your name through your lease end date.

Please keep in mind that once you notify your property manager that you have vacated you are not permitted back in the property for any reason. You are responsible for all utilities, damages, and yard maintenance (if applicable) through your move-out date or lease end date whichever is later. If for any reason you choose vacate the property before your move-out date, you will be responsible for any costs associated with maintaining the property through your move-out date.

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the "Residential Lease Agreement" you signed when you moved in. This will clarify the refund procedure and explain any additional charges which you may have incurred. Please keep in mind that we have 30 days to send you your deposit refund including a statement notating any deductions from the deposit.

If you have any questions, please do not hesitate to contact your property manager.

### **CLEANING INSTRUCTIONS**

In order to return your property to an acceptable condition a portion of your security deposit will be withheld to have the carpets professionally cleaned. You may choose to thoroughly clean the property yourself, by following the attached cleaning checklist, or you may leave it "broom clean" (remove all personal items and trash, vacuum and sweep all areas) and we will deduct the appropriate amount from your deposit for cleaning. Cleaning charges typically range from .10 to .25 per square foot depending on how dirty the property is left. If you choose to clean the property yourself please follow the cleaning checklist and clean thoroughly, if we have to send a cleaner to your property after you have vacated for any reason there will be a minimum cleaning charge of \$150.

# MOVE-OUT CLEANING CHECKLIST

Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

## KITCHEN

<input type="checkbox"/> Refrigerator	Clean and sanitize interior and exterior. Unplug and pull the refrigerator out away from the wall with doors open. Clean underneath and behind. After cleaning, re-plug the refrigerator and leave it running.
<input type="checkbox"/> Stove	Clean and sanitize under burners, controls, rings, drip pans, and stove top. Wipe down front and sides of range. Exhaust fan must be clean and grease free. Replace drip pans and burners when done cleaning.
<input type="checkbox"/> Oven	Clean and sanitize interior, exterior, and racks. Clean under controls and heating elements. Replace heating elements and racks when done cleaning.
<input type="checkbox"/> Microwave	Clean and sanitize interior and exterior. If unit is microwave/stove hood then hood must be clean and free of grease.
<input type="checkbox"/> Dishwasher	Clean and sanitize interior and exterior.
<input type="checkbox"/> Appliances	Clean and sanitize interior and exterior. Pull out and clean floors underneath and walls behind.
<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean.
<input type="checkbox"/> Cupboards	Wipe out and clean.
<input type="checkbox"/> Drawers	Wipe out and clean.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Cabinets	Clean inside and out. Wipe down and clean cabinet faces. Cabinet faces should be dust and grease free.
<input type="checkbox"/> Pantry	Wipe down and clean shelves, baseboards, trim, door, and door handle.
<input type="checkbox"/> Counters	Clean and sanitize countertops and backsplash.
<input type="checkbox"/> Sink	Scour Sinks and remove all stains. Disposal should be clean and in working order.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

## LIVING/FAMILY ROOMS

<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirrors	Dust and clean.
<input type="checkbox"/> Blinds	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> Windows	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> Shelves	Wipe off and clean.
<input type="checkbox"/> Doors	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> Baseboards	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Floors	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

## BATHROOMS

<input type="checkbox"/> Tub/Shower	Bathtub and shower must be scoured to remove any rings, soap build up, hard water marks, and mildew. Sides of the tub enclosure and shower must be clean and free of any soap build up. (Spray foam bathroom cleaner works well)
<input type="checkbox"/> Toilet	Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. (An old toothbrush works well along the bolts and base of the toilet fixture)
<input type="checkbox"/> Closets	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> Vanity	Clean interior and exterior. Wipe down and clean cabinet faces and drawers. Clean and sanitize counter tops.
<input type="checkbox"/> Medicine Cabinet	Dust and clean interior and exterior.
<input type="checkbox"/> Light Fixtures	Dust and clean.
<input type="checkbox"/> Wall Plates	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> Walls	Dust and clean as needed.
<input type="checkbox"/> Mirror	Dust and clean.

<input type="checkbox"/> <b>Blinds</b>	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> <b>Windows</b>	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> <b>Doors</b>	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> <b>Baseboards</b>	Wipe down and clean.
<input type="checkbox"/> <b>Shelves</b>	Wipe off and clean.
<input type="checkbox"/> <b>Sink</b>	Scour Sinks and remove all stains.
<input type="checkbox"/> <b>Floors</b>	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

### BEDROOMS

<input type="checkbox"/> <b>Light Fixtures</b>	Dust and clean.
<input type="checkbox"/> <b>Wall Plates</b>	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> <b>Walls</b>	Dust and clean as needed.
<input type="checkbox"/> <b>Mirrors</b>	Dust and clean.
<input type="checkbox"/> <b>Blinds</b>	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> <b>Windows</b>	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> <b>Shelves</b>	Wipe off and clean.
<input type="checkbox"/> <b>Doors</b>	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> <b>Baseboards</b>	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> <b>Closets</b>	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> <b>Floors</b>	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.

### EXTERIOR

<input type="checkbox"/> <b>Porch</b>	Sweep or blow off dirt and clear all cobwebs.
<input type="checkbox"/> <b>Deck</b>	Sweep or blow off dirt and clear all cobwebs.
<input type="checkbox"/> <b>Yard</b>	Pick up and remove any trash, debris, and animal waste from yard.
<input type="checkbox"/> <b>Doors</b>	Clean and wipe down exterior doors.

### GARAGE/CARPORT

<input type="checkbox"/> <b>Windows</b>	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> <b>Shelves</b>	Dust and clean all shelves and cabinets.
<input type="checkbox"/> <b>Wall Plates</b>	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> <b>Doors</b>	Clean and wipe down door and door handle.
<input type="checkbox"/> <b>General</b>	Sweep or blowout any dirt, cobwebs, and leaves.

### GENERAL

<input type="checkbox"/> <b>Light Bulbs</b>	Install new bulbs if they are missing or burned out.
<input type="checkbox"/> <b>Light Fixtures</b>	Dust and clean.
<input type="checkbox"/> <b>Ceiling Fans</b>	Dust and clean.
<input type="checkbox"/> <b>Wall Plates</b>	Clean or replace all light switch and outlet cover plates.
<input type="checkbox"/> <b>Walls</b>	Dust and clean as needed.
<input type="checkbox"/> <b>Mirrors</b>	Dust and clean.
<input type="checkbox"/> <b>Blinds</b>	Dust and clean without causing damage. Blinds should be dust and grease free.
<input type="checkbox"/> <b>Windows</b>	Clean inside glass, window tracks, and sills.
<input type="checkbox"/> <b>Shelves</b>	Wipe off and clean.
<input type="checkbox"/> <b>Doors</b>	Wipe down and clean all doors, door handles, and door trim.
<input type="checkbox"/> <b>Sliding Glass Doors</b>	Wash glass and clean trim and door tracks.
<input type="checkbox"/> <b>Baseboards</b>	Wipe down and clean all baseboards and door trim.
<input type="checkbox"/> <b>Closets</b>	Dust and clean shelves, doors, door knobs, baseboards, and trim.
<input type="checkbox"/> <b>Floors</b>	Vacuum carpets. Sweep and mop linoleum, tile, or laminate.
<input type="checkbox"/> <b>Trash</b>	Remove all trash, debris, and personal items.
<input type="checkbox"/> <b>Thermostat</b>	Set at 57 degrees (between October and April) and turn off in summer.
<input type="checkbox"/> <b>Water</b>	Turn off the water at main in house and drain the lines by running faucets and flushing toilets.

By signing this document I confirm that I have completed all the items on the cleaning checklist and understand there is a \$150 **minimum** cleaning charge if ProRenter has to send a cleaner to my property, after I have vacated, for any reason. I also understand that I must turn this completed checklist in with my keys.

\_\_\_\_\_/\_\_\_\_\_  
Signature Date