



Move Out Instruction List

Inspection

- This will be done after all of your personal property has been removed, you have cleaned the property, and left the keys.
- We can do an inspection together if you wish but understand that it will not be a final search, and things sometimes turn up after the inspection (clogged drain, pet or other odor not previously detected, fleas, undetected damage, etc.)
- We will not be able to offer firm estimate on cleaning charges, if any, until our cleaning crew has completed cleaning and billed us.
- If we do find anything later that needs to be deducted from the security deposit, We'll alert you.

Electricity

- When scheduling electric to be taken out of your name, please remember, even if you move out *before* your 30 day notice expires, *do not* have the electricity put back in our name until the day your 30 day notice expires, *not* the day you move out.
- If you have been in the unit less than one year, and pay your own electric, we will be deducting from security the fee for reconnecting in our name. (\$12-\$23) (*Lease: Section 7, subsection a, pp 2 or verbiage concerning CMP reconnection fees*)
- Make sure all light bulbs work and replace any that are burnt out.

Cable

- Call the cable company to schedule disconnection and to take the apartment off your bill.



Showings

- Please be prepared for us to show your apartment to prospects while you are still there.
- It is vital that we have a new tenant lined up to move in as quickly as possible after you move out.
- We will be very respectful. No one will be allowed to look in drawers, take pictures, etc. and showings will be very brief and the prospect will never be left alone.

Keys

- Please leave any keys or garage door openers you might have on kitchen counter and lock the door behind you.
- Rent will continue to accrue if keys or opener are not left.
- If we need to change lock due to missing keys, we will deduct that charge from security deposit. (Your original lease signing agenda should indicate the number and type of keys you were given.)

Forwarding Address

- Please send us your forwarding address or any information needed to get your remaining security deposit back to you.
- We have 30 days to refund any security deposit though we usually do so within 2-3 weeks after you move out if you have no pets.
- If you have pets your refund will take the full 30 days because fleas often take 2-3 weeks to show up.

Cleaning

- Attached is a cleaning checklist. Following this list as close as you can will help ensure a “move-in” ready unit, and a very high percentage (or all) of your security deposit back.



- Please understand that if you leave anything that prevents someone else from moving right in after you leave (i.e. trash or belongings left, cleaning needed, etc.) rent may continue to accrue *as if you were still living there* until we can fix or clean the problem. This may be a number of days if we are busy with other projects.

Carpeting

- If you have carpeting and you have a steam cleaning clause in *section 27* of your lease, we will need a receipt turned in with the keys. (Or ask Advance1 to email us and let us know it's been done.)
- We suggest Advance 1 Cleaning in Waterville: 873-1241
- It is advisable to contact Advance 1 at least 2 weeks in advance.
- Please schedule this for a day when you (and any pets) are fully moved out.
- Remember: No rented machines, only a professional steam extraction will do.

Smoking

- Because smoking is strictly prohibited in all of our buildings, if there is a detectable amount of cigarette smell, and we judge that it has been caused by you or your guests, all charges related to removing the smell will be deducted your security deposit pursuant to *Section 12, subsection O* of your lease agreement. (or section related to smoking fees and charges).

Pets

- All pet damage and odor removal will be deducted from your security deposit (*see section 2 of the lease agreement*) Remember: *Pet fees do not cover any damages or cleaning.*



Ordinary Wear and Tear: Landlord's Responsibility	Damage or Cleaning: Tenant's Responsibility
<ul style="list-style-type: none">• Curtains faded by the sun• Water-stained linoleum by shower• Minor marks on or nicks in wall• Dents in the wall where a door handle bumped it• Moderate dirt or spotting on carpet• A few small tack or nail holes in wall• A rug worn thin by normal use• Worn gaskets on refrigerator doors• Faded paint on bedroom wall• Dark patches of ingrained soil on hardwood floors• that have lost their finish and have been worn down to bare wood• Warped cabinet doors that won't close• Stains on old porcelain fixtures that have lost their protective coating• Moderately dirty mini-blinds• Bathroom mirror beginning to "de-silver" (black spots)• Clothes dryer that delivers cold air because the thermostat has given out• Toilet flushes inadequately because mineral deposits have clogged the jets	<ul style="list-style-type: none">• Cigarette burns in curtains or carpets• Broken tiles in bathroom• Large marks on or holes in wall• Door off its hinges• Rips in carpet or urine stains from pets• Lots of picture holes or gouges in walls that require patching as well as repainting• Stains in rug caused by a leaking fish tank• Broken refrigerator shelf• Water damage on wall from hanging plants• Water stains on wood floors and window sills caused by windows being left open during rainstorms• Sticky cabinets and interiors / food or dust in same• Grime-coated bathtub and toilet• Missing mini-blinds• Mirrors caked with lipstick and makeup• Dryer that won't turn at all because it's been over-loaded• Toilet won't flush properly because it's stopped up with a diaper or other materials• Dust on or in fins of baseboard heaters (cleaned before move in)• Any cleaning needed to make "move in ready" because unit was professionally cleaned before move-in. (We generally allow for one hour's cleaning before billing)



Cleaning Checklist for outgoing Lessee

- **Baseboard heaters** should be vacuumed or free of dust, objects, food, hair, etc. (Vacuum but do not disassemble. Be careful not to bend fins inside).
- **Trash/dust/debris**, unit should be completely free of this, including closets and cabinets.
- **Blinds** should be straightened, and dusted (or discarded if unsightly and cleaning is impractical.) Please make note of any blinds missing so we can replace them and bill you (Up to \$25 per blind depending on size)
- **Bathrooms and Kitchen** thoroughly cleaned including behind commode. Remove & dispose of shower curtain but leave rod.
- **Refrigerator**, in/out/top cleaned, left on & an opened box of baking soda inside. Do NOT move refrigerator and vacuum underneath. We will do that later at no charge to you.
- **Stove**, clean top & oven thoroughly, replace drip pans. We can replace for \$30 for set/4.
- **Patios/balconies/storage closets/porches** should be swept and free from debris and trash.
- **Fixtures**, such as: Light shades, ceiling fans & receptacle/switch covers cleaned
- **Floors/carpets** swept and washed or vacuumed, carpets steamed if lease specifies.
- **Cabinets/drawers**, clean each one thoroughly. (vacuum wand works great for this)
- **Doors/frames** should be wiped down, including inside/outside of ENTRY door.
- **Mirrors/windows** (including sills and woodwork) should be cleaned (inside only).
- **Leave items**, please leave a note telling us we can dispose of it as we see fit. (Charges will apply depending on how long it takes to remove items and how much it costs to have them hauled away.) All trash should be thrown away, not left in apartment. The unit should be “move in” ready unless repairs are needed that you know we will be doing. Anything placed in or near dumpster that results in extra fees will be billed to Lessee. o At move in, your apartment was professionally cleaned and inspected. We ask that it be in the same condition when you leave.