

## Move Out Procedures

We have been happy to have you and sad to see you go! In an effort to help make the move process go smoothly and to maximize your deposit return please follow these guidelines enclosed. Deposit return will be sent 14 days after your lease expiration. Tenants are required to notify the landlord a minimum of **60 days** prior to move out.

*“Leave it as you found it”*

### **RENT:**

- Rent must be current through the last month of occupancy. The damaged deposit will not be considered last month's rent.

### **KEYS:**

- All apartment keys must be returned to the property manager by 4:00 pm on the final day of your lease. If keys are not returned on time you will be charged for having the keys or locks replaced

### **UTILITIES:**

All utilities must be switched out of the tenants name by the final day of your lease.

- Gas
- Electric
- Cable

### **ABANDONED PROPERTY:**

All abandoned property left in a residence after keys have been turned into the office will be disposed of and charged accordingly for their removal within 24 hours of lease termination.

### **KITCHEN:**

- Cabinets: emptied and shelves wiped off. Remove grease, crumbs, smudges etc.
- Counter tops: cleaned with appropriate cleaner and free of grease and debris
- Refrigerator: emptied of all food, defrosted freezer and cleaned inside and out
- Oven: clean burners, splash guards, oven tops, oven racks and walls, and entire appliance should be free of grease, crumbs, smudges, etc.
- Sink & Faucet: wipe down faucet and sink so free of smudges & debris

### **BATHROOM:**

- Tub &/or Shower:
  - Cleaned, no soap residue

- Remove shower curtain (leave rod)
  - Shower head and faucets shined
- Basin/Vanity: Clean off all soap residue and dirt. Clean inside of drawers and wipe down both exterior and interior.
- Medicine Cabinet: Emptied, cleaned inside and out. Mirror free of smudges
- Ventilation Fan: Clean all dust and dirt from the exterior of the fan (Wipe & Vacuum)

## **GENERAL CLEANING (ALL ROOMS):**

- Remove all personal items including personal curtains, hangers, empty all trash cans, mirrors, etc.
- Floors:
  - Hardwood: All hardwood floors should be cleared of all personal items, vacuumed, and mopped to remove all dirt (including corners)
  - Vinyl: All vinyl floors should be vacuumed and mopped.
  - Carpets: All carpets must be thoroughly vacuumed and free of dust, pet hair, or other debris. If the carpets still contain pet hair, dust, debris, etc. Then RENT802 will have them cleaned and billed against your deposit.
- Ceilings: Ceilings should be clean of hangers and pins and clear of any cobwebs.
- Baseboards & Window Casings: Thoroughly cleaned on all sides (warm water & mild detergent). Clear of all nails and curtain rod hangers.
- Receptacle covers and light switch plate must be cleaned.
- Closets: Remove all personal belongings and wipe down shelves so clean of dust and debris.
- Light Bulbs: Replace all burned out light bulbs before you leave so that all light fixtures will work properly.
- Doors & Thresholds: Cleaned inside & out (may use warm water and detergent).
- Walls: Cleaned of any scuff marks and all hanging devices (picture hangers/nails/screws)
- Windows: Cleaned inside including the sills.
- Yard: Clean of all personal items, trash and debris.
- Porch/deck: Clean of all personal items and swept.
- Smoke Detectors: All detectors must be in place and working properly.

## **EXTERIOR & PETS:**

- Remove all items from the yard and patio. Do not leave trash outside!
- Do not leave furniture, mattresses, or any other household items outside or near the dumpsters. Check the Chittenden Solid Waste District for drop-offs.
- If you have a pet, please make sure the yard is free of your animals poop!

**VERY IMPORTANT NOTES:**

**\*\* ABSOLUTELY NO FURNITURE OR HOUSEHOLD ITEMS SHOULD BE LEFT OUTSIDE THE APARTMENT INCLUDING MATTRESSES AND COUCHES.**

**\*\* PLEASE COORDINATE MOVE OUT DATES AND TIMES WITH RENT802 BEFORE PROCEEDING.**

Please be aware that “normal wear and tear” does not include damages caused by a resident’s negligence, abuse or misuse of the premises such as but not limited to: broken windows, screens, doors, holes in walls, broken blinds, scraped walls or carpet stains. All damages deemed beyond “normal wear and tear” will be repaired and charged to the resident.

Thanks for living in one of our apartments!

Eric Lafayette  
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