

Instructions for Vacating Your Apartment

The following is a checklist to be used upon your departure from your apartment. Your cooperation in leaving your apartment in good condition by adhering to the checklist will be greatly appreciated and can ensure full return of your security deposit.

Throughout Apartment

- 1. Carpet to be vacuumed and spots/stains shampooed out/laminate or wood floors dry mopped and dusted.
- 2. Lights operating properly, fixtures cleaned and all bulbs working.
- 3. Windowsills, inside windowsills and windows cleaned.
- 4. Storms and screens in windows and cleaned.
- 5. Walls, floors, woodwork and paneling washed and free of dust, nails, hooks, etc. (laminate to be wiped not mopped)
- 6. Closet floors, shelves and bars cleaned.
- 7. Ceiling fan and blades dusted and clean.
- 8. Mini-blinds dusted and clean. Curtains and rods clean and in place.
- 9. Radiators and A/C units clean of dust & debris.
- 10. Outlets and switch plates cleaned of dirt and fingerprints.
- 11. Light fixtures, sprinkler heads, smoke alarms dusted.
- 12. Washer/Dryer cleaned inside and out (including on top) and laundry closet floor & walls cleaned.
- 13. All personal items removed – including shower accessories, hangers, boxes, etc.
- 14. Unit shall be odor free (cooking, incense, pets etc.)

Please, DO NOT FILL HOLES OR PATCH WALLS. Repairs and patching will be done by our professional painters so that it matches the existing surface. Any fills or repairs beyond reasonable picture hangers or done by Tenant that are visible will be redone at Tenant's cost.

Kitchen

- 1. Kitchen floor cleaned.
- 2. Base molding & trim wiped off.
- 3. All kitchen cabinets completely emptied and cleaned inside and out including inside drawers and cabinet doors and fronts.
- 4. Countertop and sink areas cleared and cleaned.
- 5. Refrigerator emptied & cleaned. Ice trays should be emptied and left in freezer compartment. Refrigerator cleaned underneath & behind.
- 6. Range and hood cleaned, including drip pans and under top of stove, broiler pan and oven. Oven cleaned underneath & behind. Walls, counters & cabinets around stove to be clean.
- 7. Dishwasher cleaned inside & out.

Bathroom

- 1. Floor cleaned.
- 2. Bath, shower & surround cleaned (remove all soap film and any mildew).
- 3. Bathtub and sink cleaned (remove all soap film, lime buildup, etc.).
- 4. Medicine cabinet emptied and cleaned, mirror cleaned.
- 5. Towel rack, shower rod and other bath hardware intact and cleaned.
- 6. Toilet cleaned inside and out including rust & hard water stains.
- 7. All baseboards and trim work wiped clean.
- 8. Storms and screens in windows.
- 9. Mini-blinds cleaned

Instructions for Vacating Your Apartment

Miscellaneous

- 1. Storage bins, stairwells, basement storage and garage stalls completely cleaned out and swept.
- 2. Patios and balconies cleaned and swept.
- 3. ANY LARGE ITEMS THAT ARE BEING DISCARDED (FURNITURE, MATTRESSES, ETC) that do not easily fit completely into the garbage bin with the lid closed must be placed **at the curb** for municipal pickup.
- 4. ANY ITEMS THAT ARE NOT ACCEPTED BY CITY OF MADISON - COMPUTERS, ELECTRONICS, TIRES, PAINT, OIL ETC must be disposed of according to City of Madison guidelines. Please see <http://www.cityofmadison.com/streets/refuse/guidelines.cfm> for what is accepted and if not, how to properly dispose of those items. The library has a hard copy of this information (the Madison Recyclopedia) and also sells the stickers for any items which require a sticker for pickup

To Do List

- 1. Leave a change of address card with the mailman/post office. We do not have the authority to forward your mail.
- 2. Stop all deliveries, newspapers, etc.
- 3. Inform MG&E and other service providers (cable/DSL etc.) of your move.

We have enjoyed having you as residents and thank you for leaving a clean apartment. After you have removed your belongings and cleaned the apartment, you should leave your keys on the counter **with your forwarding address**.

If you would like a final walk through, please contact Nina no later than 2 weeks prior to move-out.

There is a \$50.00 charge for each key not returned at the time that you vacate - this does not mean the next day or later. This is in addition to re-keying charges if we do not have a full set of keys prior to new tenants' possession of property. If the apartment is found to be in satisfactory condition, all or the appropriate portion of your security deposit will be returned to you. In order to have the entire security deposit returned to you, please give consideration to the items suggested above and have all rent payments and fees current. Follow-up work, cleaning or otherwise will be charged at \$35.00 per hour.

A copy of your check-in form (if it was returned to us) is included with these instructions. If you did not return the form to us, a blank check-in form is enclosed.

If you have any questions, please call Nina at 712-2725.