

Apartment Move out Guide

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 on time, with all keys, garage remotes, and access cards returned, and the apartment in good condition by adhering to the checklist will be greatly appreciated and can ensure full return of your security deposit.

PLEASE LOOK OVER THIS GUIDE ASAP - ESPECIALLY REGARDING DISPOSAL OF LARGE AND SPECIAL ITEMS WHICH MUST BE REMOVED FROM PREMISES PRIOR TO YOUR COMPLETED MOVE OUT. * (top of page 2)

Throughout Apartment

- 1. Carpet to be vacuumed and spots/stains shampooed out.
- 2. Lights operating properly, fixtures cleaned and all bulbs working.
- 3. Windowsills, inside windowsills and windows cleaned.
- 4. Storms and screens in place and cleaned.
- 5. Walls, floors, woodwork and paneling washed and free of dust, nails, hooks, etc. (lamine to be wiped or dry mopped *not wet mopped* please)
- 6. Closet floors, shelves and bars cleaned and in place.
- 7. Ceiling fan and blades dusted and clean.
- 8. Window coverings: Mini-blinds dusted and clean. Curtains, rods & hardware in place and clean.
- 9. Heating closet/exterior of unit clean of dust & debris.
- 10. Outlets and switch plates cleaned of dirt and fingerprints.
- 11. Washer/Dryer cleaned inside and out (including on top) and laundry closet floor & walls cleaned.
- 12. All personal items removed – including shower accessories, hangers, boxes, etc.
- 13. 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 will be repaired 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. (be careful not to scratch floors!)
- 6. Range and hood cleaned, including drip pans and under top of stove, broiler pan and oven drawer. Walls, counters & cabinets around stove to be clean. (be careful not to scratch floors!)
- 7. Dishwasher cleaned inside & out.

Bathrooms

- 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 all rust & hard water stains.
- 7. All baseboards and trim wiped clean.

Miscellaneous

1. Storage areas, patios, balcony, garage stalls completely cleaned out and swept.
2. **ANY LARGE ITEMS THAT ARE BEING DISCARDED (FURNITURE, MATTRESSES, ETC) OR IF YOU HAVE MORE TRASH THAN WILL FIT IN THE BINS PROVIDED** must be scheduled for pickup by the City of Madison or brought directly to their drop-off sites if pickup is not available, or cannot be completed **prior** to move-out date.
3. **ANY ITEMS THAT ARE NOT ACCEPTED BY CITY OF MADISON AND/OR THAT REQUIRE A DISPOSAL FEE TO BE PAID - COMPUTERS, ELECTRONICS, TIRES, PAINT, OIL ETC** must be removed from premises and disposed of according to City of Madison guidelines.

Please see <http://www.cityofmadison.com/streets/refuse/guidelines.com> for what is accepted and if not, how to properly dispose of those items.

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 / internet 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 and contact us immediately to let us know you have completed your move out.

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

There is a minimum \$50 charge for each key not returned at the time that you vacate - this does not mean an hour late, the next day or later. 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 \$65.00 per hour or more as set by the contractor's rates.

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 get in touch.