

GUIDE TO YOUR MOVE-OUT INSPECTION

Dear Resident:

Before vacating your apartment, you must have a move-out inspection. This letter shows you how to make your inspection a success.

Scheduled Checkout for: _____

Day: _____ Date: _____ Time: _____

Preparing for Your Inspection

To receive your full security deposit, you must restore your apartment to its condition at the commencement of your tenancy, ordinary wear and tear excepted. Make sure the following has been done before your inspection:

Rent must be paid in full!

Empty your apartment, storage units, carports & garages.

Clean all items on the checklist.

Leave the utilities on until your lease agreement expires.

- 4701 - 4721 Todd Drive Only – Leave the DIRECTV receivers and remotes in the apartment just as when you moved in.
- 509 - 515 Hyland Only - Leave the DISH TV receiver and remote in the apartment just as when you moved in.

General Information

All of Landlord's properties, including keys, openers, and FOBS, must be returned at the time of the inspection. **DO NOT GIVE keys, openers, and FOBS TO THE NEW TENANTS!** Any property not returned at the time of the inspection will result in a lock change at your expense.

Deposits are returned within thirty (30) days after the lease expires with satisfaction of all rent and other charges pursuant to the lease. If necessary to restore the apartment to its condition at the commencement of tenancy, ordinary wear and tear excepted. Make sure to leave a forwarding address with the office or inspector.

General Cleaning

The following pages include a checklist to help you as you clean your apartment. If you are not ready by the time of the inspection then we will reschedule the inspection and you will be charged \$25. If everything is complete, no cleaning fee should be deducted from you deposit.

Let's work together to make your inspection a success!

Repairing and Painting the Walls

All nail holes and gouges in the walls must be spackled and sanded. Any streaks or marks on the walls also must be cleaned. Follow these steps:

- Fill holes with spackling compound, using your pinky finger to avoid applying too much compound. **DO NOT USE TOOTHPASTE!!!**
- Allow time for compound to dry.
- Sand spackled area smooth.
- You may contact the office in advance for touch up paint if needed.

You must supply the spackling compound and sandpaper.

Cleaning the Carpet

The carpet must be left in the same condition presented at the time of inception of this Rental Agreement, ordinary wear and tear excepted. Tenant shall be responsible for the actual cost of cleaning or replacement costs necessitated by the tenancy, including carpet cleaning expenses.

If your carpet needs to be professional cleaned we suggest using Procleaning (515-232-9035) or Heaven's Best (515-386-7088). Be sure to vacuum the carpet and, importantly, around the edges before it is professionally cleaned.

General Apartment

- Clean all light switches and electrical outlets.
- Clean garage and storage unit. Remove all items and sweep clean.
- Clean and wash all light fixtures, replace bulbs if needed.
- Clean all vinyl floors and all baseboards.
- Dust all casings around all doors.
- Have all keys ready to turn in.

Dining Area

- Clean heat registers and wall corners for dust and cobwebs.
- Windows, etc... if applicable.

Living Room

- Clean heat registers
- Clean walls and corners
- Clean windows inside and outside
- Clean light fixture/ceiling fan

Fireplace

- Clean inside and polish glass.
- Check flue, screen and chain.

Closets

- Clean bar and shelves
- Polish woodwork and doors

Deck/Patio/Porch

- Remove all items and sweep

Sliding Glass Door

- Clean dirt from sliding door tracks
- Vacuum screen
- Clean window inside and outside
- Clean and check traverse rods

Kitchen

- Clean inside cupboards and polish outside
- Clean out all drawers
- **Refrigerator**
 - Turn off unit and defrost
 - Clean inside and out (include doors and shelves)
 - Clean rubber gasket around both doors, wipe out crumbs
 - Remove front grill, clean floor and drip pan
 - Pull the frig out and clean the floor (usually they easily roll out - don't force it)
 - Turn unit back on when defrosted & cleaned... your refrigerator will smell if you leave it off & you will be charged to remove the smell so please... TURN YOUR REFRIGERATOR BACK ON ONCE DEFROSTED!!!**
 - After washing, shine door, sides, and top with Windex.
- **Range Hood**
 - Clean and wash filter (be sure to use a degreaser on the filter if necessary)
 - Clean and check light, replace bulb if needed.
- **Stove**
 - Fume Free Easy Off (in a blue can) works very well. Generously spray inside stove and let it sit for at least 2 hours as directed on can!
 - Clean oven trays. Polish when done.
 - Clean under burners. Lift up stove and clean chrome
 - Replace burner bibs, **be sure to use the correct replacement burner bibs, bibs that do not fit properly will damage the stove.**
 - Clean broiler pan and drawer. Remove broiler drawer and clean vinyl floor.
 - Remove all knobs and clean, most of our electric stoves can be pulled so the sides can be cleaned.
- **Dishwasher**
 - Clean inside trays & racks and the outside of the door, especially edges.
- **Floor and Sink**
 - Mop and scrub floor and baseboard.
 - Clean and shine chrome faucets and basin.

Hallway(s)

- Clean and test smoke detector and thermostat.
- Clean shelves in linen closet.

Bedroom(s)

- Clean ceiling, walls and heat registers.
- Dust traverse rods.
- Wash all windows inside and outside.
- Clean dirt from slide areas, window sills and screens.
- Clean light fixture/ceiling fan

Bathroom(s)

- Clean exhaust fan.
- Scrub floor and baseboard.
- **Bathtub**
 - Clean tub with green scratch pad - this helps remove stains
(Don't use the green scratch pad on the caulk; it will turn the caulk green)
 - Clean residue from doors and metal runs.
 - Polish tub, doors, chrome and walls. Leave no residue - test with your hand or fingernails (409 Cleaner will remove any residue left from shower cleaner.)
- **Medicine Cabinet and Vanity**
 - Clean inside shelves and mirror door track.
 - Wash top of cabinet and inside.
- **Stool, Sink, and Towel Rack**
 - Clean and shine stool completely, inside and out including the base.
 - Clean sink. Wash and shine chrome faucets, basin & countertop.
 - Polish towel rack and toilet paper holder. *Remove toilet paper*

**** Recommended Cleaning Supplies ****

- Fume Free Easy Off Oven Cleaner (In a Blue Can)
- 409 All Purpose Cleaner - Cuts grease in the kitchen very well.
- Windex Streak Free Glass Cleaner works well.
- CLR in a spray bottle works well in the bathroom.
 - When using CLR be sure the room is **VERY WELL VENTILATED!**
- Kaboom (in a purple bottle) works well in the bathroom too!
- Plenty of Paper Towels
- Sponges with the green (non abrasive) scrubber on the one side.

These are just recommendations, you may use what works best for you, and as always, be sure to follow the directions on any cleaners for proper usage.