

## Resident Move-Out Information

Thank you for giving us the opportunity to be your landlord. To facilitate a smooth transition for you and the new tenant and to avoid cleaning charges upon move-out, please follow the guidelines listed below:

### General

- You must vacate the unit by 12 p.m. on the last day of your lease.
- Make sure your account is paid in full.
- Leave all sets of keys with our building engineer or you can leave them on top of the kitchen counter. The property will not be considered vacant until we have received all keys for the property. Additional fees apply for missing keys.
- Following your move out our building engineer will inspect the unit and if you wish to be present at the time of inspection, please contact your building engineer to arrange the meeting. You do not need to be present for the move-out inspection, although it is recommended.
- Contact the utility companies, like electric, gas, cable and have your accounts closed.
- All holes in the walls from pictures, shelves or other wall decorations must be patched, sanded and painted (off-white).
- All walls that have been painted since our decorating shall be repainted back to the original color (off-white).
- All your belongings and debris must be removed from the entire apartment, including closets, cabinets, shelves, storage, and rear porch.
- All floors shall be vacuumed and washed; the carpeting must be free of stains, blemished, and holes.
- All ceiling fans, blinds, windows and window sills shall be cleaned.

### Kitchen

- The kitchen sink, cabinets, and countertop must be emptied and washed.
- The refrigerator shall be emptied, defrosted and washed, the plug pulled and the door left open
- The dishwasher and washer/dryer combo shall be emptied and cleaned.
- The stove, oven, broiler, and burners shall be cleaned and free from grease.

**T B S**  
**PROPERTIES, LLC**

## Bathroom

- The bathroom sink, bathtub, and toilet must be scoured.
- The vanity must be emptied and cleaned.

In the event any of the forgoing has not been performed by the Lessee, the following specific cleaning and replacement charges will be immediately due from the Tenant to Landlord:

Refrigerator Cleaning	\$75.00
Range/Oven Cleaning	\$75.00
Cabinets/Counter Cleaning	\$25.00
Apartment/Building/Mail Key Replacement	\$20.00
Furniture/Trash Removal	\$50.00 - \$100.00
Excessive Cleaning	\$75.00 - \$250.00
Painting	\$200.00 - \$550.00