

# MOVE OUT PROCEDURES AND CLEANING CHECKLIST

\*\*\*\*\*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

We have received your notice and acknowledge that you will be **moved out by noon on**

\_\_\_\_\_ .

Please note that there is **no need to call Xcel Energy** to disconnect/discontinue power. The Discontinuation of Service Form you signed at lease signing will be faxed to Xcel with your move out date. Thank you for your cooperation with this matter!

We expect the normal wear and tear that occurs with living in any home, but we also expect that your apartment should be left in approximately the same condition that you found it when you moved in. The following charges will be deducted from your security deposit, according to the Nonstandard Rental Provisions agreement you signed, for any of the items not taken care of at the end of your tenancy:

1. All delinquent and current rents, water bills, late charges and returned check fees not paid in full.
2. Damages including, but not limited to: broken windows, screens and doors, repairs to walls, woodwork, ceilings, bathroom fixtures, tile, light fixtures, blinds and window coverings, carpet, vinyl and ceramic, kitchen appliances, repairs to asphalt or concrete. (Labor plus item/material to repair or replace.)
3. Any additional cleaning is billed at \$30.00 per hour, including repainting due to smoke and/or neglect.
4. Replacement of missing or burned out light bulbs \$3.00/each.
5. Removal of additional items or trash left in unit will be charged \$30.00/bag, \$75.00/large item, plus labor. (Tires and motor oil charged double the going disposal rate.)
6. If lease has not expired, a fee of \$150.00-\$250.00 will be charged, even if the apartment has been re-rented, as stated in your Nonstandard Rental Provisions.
7. Professional carpet shampooing will be scheduled for you and is necessary between tenants. A carpet cleaning charge will be deducted from the security deposit, as stated in your Nonstandard Rental Provisions. (T & S Carpet Cleaning has been performing this service for us for years, and offer the best rate per square foot.)
8. Missing Trash Cans (if provided).....30.00/each      Missing Recycle Bin.....50.00
9. Failure to return all apartment keys on move-out day.....20.00  
Failure to return all mailbox keys on move-out day.....20.00  
Failure to return all garage openers on move-out day.....40.00/each

Please contact the manager when you are completely moved out. Leave the attached completed cleaning checklist with the forwarding address section completed, along with all keys and openers on the kitchen counter. **PLEASE LEAVE FRONT DOOR & SCREEN DOOR UNLOCKED!!!**

## **RESIDENT CLEANING CHECKLIST**

So we can return as much of your deposit to you as possible, please follow the move out cleaning procedures below. Check off each item that has been completed, marking those not applicable with "N/A". Thank you for your cooperation! (**NOTE: Please do not fill any nail holes!!**)

### **KITCHEN**

- \_\_\_\_\_ Refrigerator: Clean inside and out, pull out and wash floor underneath.  
**Leave pulled out.** Unplug and prop doors open.
- \_\_\_\_\_ Stove: Clean outside, under burners, oven, broiler, hood, and bottom drawer.  
Pull out and clean sides and floor. **Leave pulled out.**
- \_\_\_\_\_ Cupboards & drawers: Inside, outside and **tops** washed clean.
- \_\_\_\_\_ Countertops, sinks and faucets: Thoroughly washed.
- \_\_\_\_\_ Ceiling fans, lights and fixtures: Cleaned and bulbs replaced if necessary.
- \_\_\_\_\_ Patio doors, screen and track: Thoroughly washed. Patio swept.
- \_\_\_\_\_ Floors: All vinyl and ceramic thoroughly washed.
- \_\_\_\_\_ Windows/Blinds: Washed inside and out, as well as tracks and screens.
- \_\_\_\_\_ Vents/Registers: Dusted and washed.

### **LIVING ROOM AND HALL**

- \_\_\_\_\_ Carpet: Thoroughly vacuumed. (**Please do not attempt to remove spots!**)
- \_\_\_\_\_ Closets: Washed inside and out.
- \_\_\_\_\_ Vents/Registers: Dusted and washed.
- \_\_\_\_\_ Light fixture(s)/ceiling fans: Washed and have bulbs replaced if necessary.
- \_\_\_\_\_ Windows/Blinds: Washed inside and out, including screens and tracks.

### **BEDROOM(S)**

- \_\_\_\_\_ Patio doors: Washed inside and out, including screens and tracks. Patio swept.
- \_\_\_\_\_ Carpeting: Vacuumed thoroughly.
- \_\_\_\_\_ Overhead light fixtures/ceiling fans: Washed and bulbs replaced if necessary.
- \_\_\_\_\_ Closets: Washed inside and out.
- \_\_\_\_\_ Windows/Blinds: Washed inside and out, as well as screens and tracks.
- \_\_\_\_\_ Vents/Registers: Dusted and washed.

### **BATHROOM(S)**

- \_\_\_\_\_ Tub: Scrubbed as well as faucets cleaned.
- \_\_\_\_\_ Shower walls/tile: Scrubbed and rinsed clean.
- \_\_\_\_\_ Toilet: Cleaned and free of all dirt, inside and out.
- \_\_\_\_\_ Floor: Scrubbed.
- \_\_\_\_\_ Medicine cabinet and mirrors: Cleaned out and washed.
- \_\_\_\_\_ Light fixtures: Washed, replace bulbs if necessary.
- \_\_\_\_\_ Sink, faucet and vanity: Cleaned inside and out.
- \_\_\_\_\_ Vents/Registers: Dusted and washed.
- \_\_\_\_\_ Exhaust fan: Washed.
- \_\_\_\_\_ Window/Blinds: Washed inside and out, including screen and track.

**GARAGE / STORAGE / UNFINISHED BASEMENT AREA**

\_\_\_\_\_ Storage/Garage/Basement: Emptied, cobwebs removed and completely swept out.  
\_\_\_\_\_ Window/Blinds: Washed inside and out, including screen and track.

**LAUNDRY AREA**

**If you own your washer and dryer:**

\_\_\_\_\_ Floor: Scrubbed.  
\_\_\_\_\_ Walls: Washed down, dust removed.  
\_\_\_\_\_ Doors: Washed inside and out.  
\_\_\_\_\_ Window/Blinds: Washed inside and out, including screen and track.

**If renting the washer and dryer:**

\_\_\_\_\_ Washer & Dryer: Wash down tops and sides of both appliances. Wash inside of  
\_\_\_\_\_ washer lid and around soap dispenser area. Clean dryer lint filter.  
\_\_\_\_\_ Floor: Washed around appliances.  
\_\_\_\_\_ Walls: Washed down, dust removed.  
\_\_\_\_\_ Doors: Washed down, including all slats on louvered doors, inside and out.  
\_\_\_\_\_ Window/Blinds: Washed inside and out, including screen and track,

***DATE VACATED:***

\_\_\_\_\_

***FORWARDING ADDRESS(S):***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THANK YOU !!**

## **NOTE TO ALL PET OWNERS:**

**We hope you and your pet(s) have enjoyed your stay here!**

**Please note the following regarding pet damages when moving out:**

- 1. The \$25.00 per month per pet fee is a nonrefundable amount paid for exercising the option to have a pet. It does not cover any damages.**
- 2. All carpet backs of pet units are examined following move out. If stains, odor or other damage is detected, you will be responsible for the cost of repair or replacement as needed. This may include, but is not limited to; carpet, pad and installation.**
- 3. If carpet replacement is necessary you will receive a call from the manager and have an opportunity to view the damages.**

**For any more questions regarding pet deposits and damages, please contact us at [info@lacrosserentals.com](mailto:info@lacrosserentals.com).**

**THANK YOU!!**