

VACATING TENANT POLICY

Tenant has the duty to keep the Premises clean, sanitary and free from all accumulations of debris, filth, rubbish and garbage. Tenant shall return the Premises in as good of order, repair and cleanliness/sanitation as when received, reasonable wear and tear excepted. Reasonable wear and tear does not include burns, dirt, stains, filth, large scratches or gouges, holes, tears, crayon or pen marks and the like.

Tenant shall contract directly, at their own expense with approved vendors to complete necessary repairs to the HVAC, Electrical, Plumbing, and Drywall in the Premises. Please contact the management office for a list of approved vendors.

1. General Cleaning: Tenant shall pay to thoroughly clean the Premises upon departure, including the bathrooms, floors and all interior surfaces. If not properly cleaned by Tenant, any and all costs of cleaning the Premises incurred by Landlord will be charged to Tenant.
2. Carpet/Vinyl/Concrete Cleaning: Tenant shall pay to have the carpet shampooed and the vinyl flooring and concrete floor cleaned upon departure. Tenant will be held accountable for any damage to the carpet, vinyl or concrete, including replacement. If not properly cleaned or replaced by Tenant, any and all costs of cleaning or replacing the carpet, vinyl or concrete incurred by Landlord will be charged to Tenant.
3. Interior Painting: Interior painting (reasonable wear and tear excepted) if necessary will be charged to the departing Tenant. During its tenancy, Tenant may contract directly with approved vendors to repair all or portions of the Premises, as desired, in a color and paint type approved of in writing by the management. The Premises must be returned to the original color scheme at the sole expense of Tenant.
4. Signs/Decals: Tenant shall remove signs or decals placed on the windows prior to vacating the Premises. Windows shall be left clean and in good condition. Tenant will be charged for removal of said decals and/or cleaning the windows.
5. HVAC (Heating-Ventilation-AC): Heating and air conditioning units shall be left in good working order, reasonable wear and tear excepted. If the heating and/or cooling units need repair or replacement upon move-out, Tenant will be charged for all such costs incurred by Landlord.
6. Electrical: Light fixtures (including lamp bulbs and ballasts), switches and electrical outlets shall be left fully operational. If any portion of the electrical system is not in good working order upon move-out, Tenant will be charged for all such costs incurred by Landlord.
7. Plumbing, All plumbing fixtures shall be left in a sanitary condition and in good working order with no apparent leaks. If any portion of the plumbing fixtures needs repair or replacement, Tenant will be charged for all such costs incurred by Landlord.
8. Security Systems: All security systems installed in the premises will be removed and the drywall patched and painted to match the surrounding finish.
9. Damages not specifically noted: Tenant will bear the costs to repair any damages not otherwise mentioned.
10. Alterations: If alterations made by Tenant, per any prior written agreement, are not removed upon move-out, Landlord may remove alterations and charge the Tenant for the cost of restoring the Premises to the original condition.
11. Fire Extinguishers: Tenant shall be responsible for the installation, maintenance and service of any fire extinguishers on the Premises.
12. Keys: Upon vacating the Premises, Tenant shall return to Landlord all keys to the offices, rooms, toilet rooms, and mail boxes which have been furnished to Tenant or which Tenant shall have made. In the event the keys are not returned, Landlord shall charge the Tenant for re-keying or replacing the locks.