

***Following is a checklist and tasks that should be completed when vacating your apartment unit, as well as cleaning guidelines for move out.***

1. The electricity account with the utility should remain in your name until the end of the lease. If the account is closed prior to the last day of the lease, we will pro-rate the electric billing and deduct this from your security deposit. If you are leaving well in advance of your final lease date, please make special arrangements with the Landlord.
2. Internet and cable accounts with local providers should be closed and settled prior to vacating the unit. All cables and equipment that was provided through your service should be removed from the unit prior to vacating.
3. The Landlord may schedule a walkthrough during the last 30 days of your lease to assess the condition of the unit in order to make plans and schedule alterations in conjunction with re-renting the unit. You will be notified in advance of the walkthrough.
4. Make sure to provide a forwarding address in order that we may return any remaining balance on your security deposit. You will be provided, within 21 days, a list of items and deductions from your security deposit as well as a check for the remaining balance.
5. Moving should preferably be done during normal business hours, between 8:00 AM and 5:00 PM. Our lease restricts moving before 6:30 AM and after 9:00 PM, so please be respectful of these hours and your neighbors.
6. Make sure to remove all of your property and items from your storage locker, and also take your lock off the storage locker.
7. Make sure that the smoke detector and all light bulbs work.
8. Please do not fill holes from nails in the wall or paint any walls without Landlord approval. We use special fillers and a particular type/brand of paint.
9. If you have stains on the carpet, we recommend that you get the carpet professionally cleaned. If there are stains, we will charge a fee for cleaning.
10. If there is snow or water outside on the day of the move, we ask that you lay down cardboard or sheets to prevent mud and dirt from getting in the hallways and stairs. Make sure entrance doors are shut and secured after the move is completed.
11. Please schedule a final walkthrough 48 hours in advance for the actual day that you are vacating the unit. The Landlord can perform a walkthrough with you on normal week days (M-F), except holidays, between the hours of 10:00 AM to 4:00 PM. If a walkthrough with the Landlord is not done, we will perform one at our convenience after you vacate.
12. All keys must be returned by 5:00 PM on the last day of the lease. There will be a pro-rated charge, per day of rent due for keys not returned before the last day of the lease. If

you stay beyond the last day of the lease, there will be an additional \$100 delay charge, since this may disrupt scheduling of maintenance and repair personnel to work on your unit.

13. CLEANING GUIDELINES:

- a. The apartment should be thoroughly cleaned, including carpets (vacuum, dirt and dust free), windows, window and sliding door tracks, cabinets, sinks, counters, bathtubs, and appliances.
- b. Oven, stove, refrigerator and dishwasher must be in very clean condition.
- c. Make sure to clean around and behind the refrigerator (you may pull the fridge away from the wall in order to clean behind it.)
- d. Dust and clean the blinds.
- e. Stove burner pans should be very clean or replaced. If they are not clean, we will replace and charge a fee.
- f. Oven and oven racks should be as clean as expected under normal use and proper care.
- g. All food and personal items must be removed from the unit. We charge a fee for items that are left behind.