

CROSSVIEW

PROPERTY MANAGEMENT

Move Out and Cleaning Guidelines

- Your security deposit is NOT considered as last month's rent. All rents due must be paid in full through the end of the lease term.
- Prior to you taking possession of the property a move-in inspection was performed. In this inspection any damages that existed prior to you moving-in were noted. This inspection will be used as the baseline for the property condition when you took possession.
- Return the property back in the same condition or better as received taking into consideration minor wear and tear.
- All home and mailbox keys, remotes, and community access devices that you received at move in must be turned in upon vacating.
- Utilities must be left on through the entire lease. (You can have it set to disconnect the day after the end of lease date.)

Cleaning: The following list is to be used as a guide for cleaning your rental property when you vacate. As each property is different, there are items that might apply but are omitted from this list, or items on this list that do not apply to your rental property. Although you are not charged for "ordinary wear and tear", please note that we do not consider dirt in any form within the scope of the definition of "ordinary wear and tear".

- Carpets must be professionally cleaned once everything has been removed from the property (vendor receipt is required). Be sure to leave A/C running for 24 hours after cleaning.
- Excessive wear on carpets will cause a claim on your security deposit. This may be defined as excessive stains, traffic patterns, holes, burns, etc.
- Clean all floors such a tile, vinyl, wood, etc. Wipe down all baseboards.
- Remove all cobwebs from ceilings, light fixtures, walls, baseboards, eaves, and entry ways.
- Remove nails from walls and fill holes with spackling, touch-up with matching color.
- Clean/wash dirty walls as appropriate paying special attention to areas around light switches, doorknob, cabinet knobs, hallways, and doors.
- Touch-up paint as needed, return walls and trim to original color.
- Clean A/C closet.
- Clean front door, sliding glass door and sliding glass door tracks.
- Clean windows inside and out.
- Clean/dust blinds, ceiling fans, windowsills, and tops of door jams and top of refrigerator.
- Wipe out all kitchen cabinets, wipe down counter tops, and clean the sink
- Clean refrigerator including under crisper, walls, containers, and defrost/remove all water. Clean behind, top, and underneath. Do NOT unplug the refrigerator.
- Clean oven, oven walls and grills, broiler pan, oven drawer and replace stove drip pans.
- Clean vent hood (run filter through dishwasher), replace light bulb if needed.

- Clean microwave and dishwasher.
- Clean and disinfect all bathrooms including tub/shower, toilet, vanity sink, counter tops, cabinets, drawers, medicine cabinets and mirrors. (Mirrors should be free from streaks)
- Tile and grout should be cleaned and be free of mildew and hard water build-up.
- Clean fireplace.
- Washer and dryer should be clean and free of debris and lint.
- If lawn care was your responsibility, mow, edge, rake, trim shrubs and bushes. Beds should be free of weeds and mulch replaced.
- Sweep decks, porches, carport, garage and any outbuildings leaving only those items which came with the property. Pressure wash if needed.
- Remove all personal possessions.
- Remove all garbage, trash and debris from home and yard. Please make arrangements for your trash and garbage to be picked up **BEFORE** you vacate. You will be charged for everything we have to haul away.
- Repair any and all damage caused by tenants, guests and/or pets.

Maintenance:

- HVAC filter should be brand new and the proper size.
- New refrigerator water filter (if applicable)
- Smoke detectors should have working batteries.
- Replace light bulbs as needed. All bulbs should match and be working.

Security Deposit Deductions:

Landlords are permitted to deduct from your **security deposit** for: Unpaid rent, including late fees, if applicable. Repairs for damage other than normal wear and tear. The **security deposit** may also be used for cleaning the home after moving out. We do require that the carpets be professionally cleaned (please provide receipt). This is to ensure that the home is as clean as it was when you first moved in.