

## VACATING INSTRUCTIONS

### *YOUR SECURITY DEPOSIT DOES NOT CONSTITUTE YOUR LAST MONTH'S RENT.*

- 1) 60-DAY NOTICE MUST BE IN WRITING. ALSO A FORWARDING ADDRESS AND PHONE NUMBER MUST BE GIVEN.
- 2) POWER AND WATER MUST BE LEFT ON THROUGH MIDNIGHT OF THE LAST DAY OF YOUR LEASE. GAS TANKS MUST BE FILLED BEFORE VACATING.
- 3) AN ACCOUNTING OF YOUR SECURITY DEPOSIT WILL BE MAILED WITHIN 30 DAYS. AMOUNT REFUNDED WILL DEPEND UPON THE CONDITION OF THE PROPERTY.
- 4) ALL HOUSE KEYS, MAILBOX KEYS AND GARAGE DOOR OPENERS, ETC. MUST BE TURNED INTO OUR OFFICE UPON MOVE OUT. YOU WILL BE CHARGED RENT UNTIL THE KEYS ARE RETURNED.

**YOU WILL NOT BE GIVEN ACCESS TO THE PROPERTY AFTER VACATING TO AVOID CHARGES BEING DEDUCTED FROM YOUR DEPOSIT.**

**ALL CARPETS MUST BE PROFESSIONALLY CLEANED AND A RECEIPT MUST BE PROVIDED AT TIME OF MOVE OUT.**

**TruClean for Carpet Clean 910-392-9401**

## BATHROOMS

- Tub/Shower: Cleaning to include all walls, top and bottom, faucet fixtures and outside wall. (Comet spray bathroom cleaner works very well on hard water stains.)
- Toilets: Cleaning to include tank, all seat parts and base down to floor as well as inside the bowl.
- Sink/Vanity: Wipe out all drawers and cabinets. Scour sink, clean counter, faucet and mirror.
- Floor and Baseboards: Door and trim molding to be wiped down; clean floor.

## KITCHEN

- Cabinets and drawers: Wipe out all insides; wipe down all outsides.
- Refrigerator/freezer: Clean inside including under the door. Clean outside including top, front and sides. Turn ice maker off. Remove ice from ice maker, ice tray and any ice that may be lining the freezer to prevent leakage.
- Microwave: Clean inside and outside.
- Stovetop: Remove all burners and clean underneath. (Most stovetops lift completely up to gain easy access underneath) Replace burner pans. Clean all knob areas and top.
- Clean the stove hood with the proper grease cutting agent.
- Oven: If self-cleaning - turn to cycle and set; if continuous clean - wipe out bottom with wet cloth and clean glass on inside of door; clean outside of door and knob areas. DO NOT use oven cleaner as it will ruin the surface.
- Dishwasher: Clean inside top edge of door; clean outside front.
- Sink: Scour sink and clean faucet.
- Countertops: Clean and or bleach all areas.
- Floor: Scrub and/or wax entire area.

## FOYERS, LIVING ROOM/ DINING ROOM/ BEDROOMS

- Dust or clean all baseboards, windowsills, ceiling fans, and blinds.
- Clean out fireplace of ashes and debris completely.
- Wash all marks off walls and trim.
- Vacuum all floors.

## LAUNDRY

- Clean out cabinets / shelves.
- Clean top and lint catchers of dryers.
- Clean floor. Clean tops and inside rims of washers.

### PORCHES/DECKS/GARAGE

- Sweep off all areas. Be sure any storage areas are completely empty.

### YARDS

- Should very recently trimmed, grass mowed, raked, hedges clipped and all debris and trash removed or at curb ready to be removed.
- Any pet wastes should be removed and holes repaired.

### OVERALL

- All drains should be clear & draining properly.
- Every item must be removed from the property by your vacating date or you will be charged the removal costs.
- All A/C filters must be clean or replaced. Tenant will be charged \$50 upon move-out to replace filters.
- All light bulbs must be working. All light switch plates should be cleaned & any outlet covers missing should be replaced.
- All doors and windows must be locked.

**ONCE AGAIN, ANY ITEMS NOT COMPLETED WILL BE CHARGED TO YOU.**