



# CROWN

PROPERTY MANAGEMENT

ADDENDUM B

## FINAL MOVE OUT RESPONSIBILITIES

- Payments** Last months rent is due in full, the security deposit cannot be applied as final payment. Tenant is responsible for terminating any automatic payments.
- Utilities** Must stay on, and in tenants name until the final date of the lease. Tenant is responsible to terminate their utility services.
- Apartment Condition** The unit must be in *move in ready* condition. This includes thoroughly cleaning all rooms and bathrooms, appliances, cabinets, countertops, fixtures, windows, closets, baseboards, walls, floors and ceilings. Lawns will need a final mow if applicable.
- Carpets** All carpets must be professionally cleaned, and a receipt must be provided when keys are returned.
- Keys & Garage Remotes** Must be returned to the office no later than the final lease date. Mailbox keys, access fobs, or parking passes will need to be returned as well.
- Forwarding Address** Tenant will need to provide the office with a forwarding address to send the deposit reconciliation report to.
- Large Furniture** Mattress, box springs, or any other large furniture items cannot be left in the unit or placed in/around the trash cans. Any large items left will be charged from the deposit.
- Deposits** will be returned within 30 days of the final lease date, less any deductions for unit cleaning or repairs.

## CLEANING INSTRUCTIONS CHECKLIST

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The following cleaning checklist is to be used as a guide for cleaning your unit when you vacate. We would like to point out that you are not charged for "ordinary wear and tear;" however, we do not consider dirt in any form within the scope of the definition of "ordinary wear and tear."

\_\_\_\_\_ **REFRIGERATOR:** Clean with detergent and water or baking soda and water. Be sure to include the shelves, trays, and all other compartments (inside and outside). Do NOT unplug or turn off the refrigerator upon vacating as the unit will become moldy and floors may get damaged. Clean stainless steel with stainless steel cleaner and polish with microfiber cloth.

\_\_\_\_\_ **STOVE/OVEN:** Put this at the top of your list. If you start early, it will not be such a chore when you move. Clean the top of the stove using solid surface cleaner and plastic scraper for stains or build up. Clean stove hood/microwave in and out (including fan filter). Before cleaning the oven remove any large food particles. DO NOT use oven cleaner in self-clean mode as it can cause a fire. Upon completion of the self-clean mode check the oven racks if they are still dirty you may need to remove them and use oven cleaner to clean them separately. Wipe out the inside of the oven after the self-clean mode when the oven has cooled to remove any stains or debris. Make sure the broiler pans and drawer beneath the oven are clean. Be sure to carefully remove the stove drawer and clean underneath the unit. If there are spills down sides of stove, you will be charged to clean do not attempt to pull out oven on your own or you could be responsible for floor or counter repair.

Clean stainless steel with stainless steel cleaner and polish with microfiber cloth.

\_\_\_\_\_ **CUPBOARDS AND DRAWERS:** Wipe down inside and outside with a cleaner that does not leave a dull film. Dry with a clean cloth. Make sure that the tops of the cupboards are dusted and clean.

\_\_\_\_\_ **SINKS:** Scour the sinks and faucets with a high-quality, non-abrasive cleanser and wipe dry with a clean cloth.

\_\_\_\_\_ **DISPOSAL:** Must work and be free of food remnants or foreign objects. You can run plink or lemi shine through disposal to ensure clean.

\_\_\_\_\_ **DISHWASHER:** Wipe inside and out, cleaning away any old soap scum. Sprinkle one cup of baking soda and vinegar and run one final cycle. Open the door slightly to dry. Clean around door area. Clean stainless steel with stainless steel cleaner and polish with microfiber cloth.

\_\_\_\_\_ **DOORS/BASEBOARDS/TRIM:** Dust, clean, remove any stains. Clean handprints or smudges on doors and trim as needed.

\_\_\_\_\_ **LAUNDRY/UTILITY ROOM, GARAGE, STORAGE AREA:** Please make sure you have swept and mopped these areas; they are often left undone. Make sure you remove all your personal property, including but not limited to oil, paint, soap, tires, boxes, sacks, etc. DO NOT Overwhelm dumpsters with moving debris or items you do not want, or you will be charged.

\_\_\_\_\_ **LINOLEUM or LAMINATE FLOORS:** Vacuum or sweep and mop the floors.

\_\_\_\_\_ **CARPETS:** The carpets must be thoroughly vacuumed by you, then professionally cleaned. Professional carpet cleaning is required. A receipt for professional cleaner needs to be provided to the office when you have completed your move and return mail keys.

\_\_\_\_\_ **WALLS AND CEILINGS:** Dust or wash baseboards and door jams. Remove any marks from the walls, wipe fingerprints from the light switch plates and outlets, tops of registers, doorknobs, and wall areas. Vacuum the walls and ceilings to remove cobwebs, dust, or hair.

\_\_\_\_\_ **WINDOWS AND SILLS:** Vacuum the window screens and window tracks. Wash windows without leaving any streaks. Windows must be cleaned inside and out unless you live above the first floor, in that case, you are responsible for the inside only. Be sure the tracks & sills are dusted and wiped clean.

\_\_\_\_\_ **DRAPES AND BLINDS:** Vacuum and dust. Blinds must be clean and dust free.

\_\_\_\_\_ **CLOSETS:** All Closets should be thoroughly cleaned, all hangers removed, and shelves dusted and wiped clean.

\_\_\_\_\_ **FIXTURES:** Take down and wash the light fixtures as they catch a lot of dust and other debris. Be sure all burned out light bulbs are replaced. Clean vents, fans, exhaust covers to be free of all dust, hair, and other build up.

\_\_\_\_\_ **TOILETS:** Thoroughly scrub the toilet bowl inside and out with a good disinfectant. This includes the lid, seat, and toilet base, as well as behind the toilet and outside of the tank.

\_\_\_\_\_ **BATHTUBS AND SHOWERS:** Scour the tub and walls of the bathtub including shower doors and their metal tracks. Clean out the soap dish as well. Wipe dry with a clean cloth. These must be free of soap scum and mold.

\_\_\_\_\_ **MEDICINE CABINET AND VANITY:** Don't forget to clean these inside and outside and polish. Clean mirrors with glass cleaner and wipe down with microfiber cloth.

\_\_\_\_\_ **NAIL HOLES:** If you have put up pictures, remove the nails and neatly fill in the holes with spackling compound. Apply just enough to fill the hole.

\_\_\_\_\_ **GARBAGE/TRASH:** All trash must be removed from the property before you leave. Do not overwhelm community dumpster, haul off site to transfer station.

\_\_\_\_\_ **KEYS:** Return all keys, including mailbox keys and garage door openers, if any. Bring carpet cleaning receipt to office and provide forwarding address. We do not know you have vacated the property until these items are done!