

MOVE OUT INSTRUCTIONS

We hope you have been happy here and we are sad to see you go. Here are a few cleaning tips to maximize the return of your security deposit. Anything that is not left clean or in satisfactory working order is not considered to be normal wear and tear. It will be deducted from your security deposit, and if necessary, will be billed to you. After the Move-out Inspection has been completed, we will use the Move-out Expense Sheet to determine all the charges that will be deducted from your security deposit. If you need a copy of your Move-out Expense Sheet, stop by the office.

Within 21 days after vacating the community, we will forward a copy of your completed Move-out Inspection form, along with any refund of your security deposit or a bill with any balance owing that exceeded your Security Deposit. If you wish to schedule a move-out inspection with management, contact the office prior to your move-out date.

Kitchen

- * Wipe/Scrub inside and out of all Cabinets shelves/doors and drawers
- * Wash underneath and the top of the hood range (remove filter and light cover and wash)
- * Scrub stove top knobs and wash surface and underneath the range
- * Clean drip pans and burners
- * Clean inside of oven and oven rack
- * Pull out the stove and clean the sides and the front
- * Sweep & Mop vinyl under the stove and push back in
- * Clean inside and out of dishwasher, run it, if necessary
- * Wash the refrigerator inside and out, not forgetting the seal
- * Pull refrigerator out and wash the sides and the front
- * Sweep & Mop vinyl underneath refrigerator and push back in
- * Clean light fixtures and switches
- * Wipe down Counter tops and sink
- * Sweep and mop floors, wipe down cove base
- * Clean window, window track and sill

Living Room/ Dining Area/ Bedrooms

- * Wipe down both sides of all doors
- * Remove cobwebs from ceiling, walls, behind doors, closet
- * Clean Windows, Window tracks, and Windowsills
- * Clean the inside and out of sliding door, along with track

- * Clean all blinds
- * Clean light fixtures, and switch plates
- * Vacuum carpets and *Commercially clean (ask office for vendor choice)

Bathrooms/Water Heater Closet

- * Wash bathtub and shower including the tile. Shine all chrome and ledges
- * Clean inside and out of toilet, including the base and tank
- * Wash the inside and outside of drawers and cabinets, including the Medicine Cabinet
- * Wash the counter tops and sink
- * Wipe down mirror, light fixtures, and switch plates
- * Mop floor thoroughly
- * Clean the top of the Water heater

Outside Storage Closet

- * Remove cobwebs from ceiling & walls
- * Make sure to remove all belongings and sweep the floor thoroughly

Finally:

Please be sure to leave a forwarding address with rental office & cancel all online payments.

Thank you for making Spanish Hills your home. We wish you all the best in the future!