

# COACHLIGHT COMMUNITIES LLC

*Be Here, Be Home*



Tenant: \_\_\_\_\_ Apt. # \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

## MOVE-OUT CLEANING GUIDELINES

We work hard to keep our rental properties in good condition and appreciate your help! We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed in accordance to the attached guidelines and you have no past due fees, your security deposit will be postmarked to you within 21 days of your lease ending. If your cleaning is not satisfactory or there is other damage, repairs or cleaning will be deducted from your security deposit.

- Your security deposit does not apply to your last month's rent.
- You are to be moved out of your apartment by **noon** (12pm) on the last day of your lease.
- Remove all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls. We will not charge for filling small nail holes from pictures unless there is an unusual quantity.
- Leave all apartment, mailbox, basement, entry, garage keys, parking tags, pool passes, and garage door openers in an envelope, along with your forwarding address at the office or place in the rent drop box.
- Contact We Energies (1-800-242-9137) on the final day of your lease to take a final meter read. If you move out before the last day of your lease, We Energies must be kept in your name until the end of your lease term.
- Furnish the Post Office with your forwarding address online at usps.com or in person. This should be done at least a week before your move out to ensure your information is transferred correctly.
- Arrange for your phone and cable service to be disconnected. If you have a satellite dish, it **must** be professionally removed or you will be subject to a minimum \$75 fee for us to have it removed. No exceptions.
- All carpets should be professionally cleaned the day before you turn your keys in so the carpet has time to dry. It's a peace of mind to know if that Kool-Aid stain will come out or not! We recommend Steamdry (414) 479-9999.
- **All furniture and trash must be placed IN the dumpsters.** If it is witnessed that items are left around these bins, we will pass on the charges to have maintenance and Waste Management dispose of them.
- Please feel free to contact the office with any questions regarding these guidelines.

### CLEANING CHECKLIST

#### **FLOORING/CARPET:**

- Vacuum carpets thoroughly. Sweep and wash vinyl flooring with a mild cleaning solution.

#### **WALLS:**

- Wash walls where necessary: all marks, smudges, food spills, fingerprints, etc. should be removed.

- Remove all nails and picture hangers.
- If you painted any walls, they need to return to their original color (Navajo White from Sherwin Williams). You will be responsible for spills or paint on trim so please be careful!

**WINDOWS:**

- Wash windows including tracks.
- Wipe down window sills.
- Clean screens with either a vacuum or soft brush.

**LIGHTS:**

- Wash all fixtures top and bottoms.
- Replace burnt out light bulbs in all fixtures.

**CEILING FANS:**

- Wash all fixtures including top and bottom of blades.
- Replace any burnt out light bulbs.

**HEAT REGISTERS/VENTS/ EXHAUST FANS:**

- Wipe down tops and fronts
- Use a vacuum to vacuum out dust or debris.

**BLINDS:**

- Wipe with mild soap and warm water.
- If you took them down, put them back up.

**SWITCH PLATES/PLUG-INS:**

- Wipe down with a damp cloth (not wet).
- Replace any broken or damaged.

**DOORS/HARDWARE/WOODWORK:**

- Wipe exterior of all knobs and woodwork.
- Wipe out closet shelves and drawers.

**KITCHEN:**

- Wash all countertops, drawers, and cupboards (inside and out).
- Wash outsides of appliances including sides and control areas.
- Clean range including racks, broiler pan, and drawer. Clean drip pans, rims, and under the stove top.
- Clean top and underside of hood fan. Use a degreaser if necessary.
- Run dishwasher and clean door edges.
- Clean inside of refrigerator including under crisper drawers. **DO NOT UNPLUG OR TURN OFF FRIDGE!**
- Clean sink, faucet, and strainers.

**BATHROOM:**

- Clean tub and tiles. Avoid using abrasive cleaning products which can damage the finish on fiberglass tubs.
- Clean sink and vanity top.
- Clean all tub and sink faucets, towel bars, and grab bars.

- Wash inside and outside of cabinets including shelves and drawers.
- Clean medicine cabinets and mirrors.
- Clean inside and outside toilets, floor and walls behind and next to toilet.
- Clean exhaust fan cover.

**GARAGE AND STORAGE AREAS:**

- Remove all belongings and trash. Place in dumpster, not basement trash cans.
- Sweep out garages and clean up any spills. (You will be charged for oil or other spills)

**KEYS AND GARAGE DOOR OPENERS:**

- All keys and garage door openers must be returned upon move-out.
- There is a \$35 fee per key for all unreturned keys. There will be a \$75 lock replacement fee in addition to keys, if all keys issued are not returned.
- There is a \$100 replacement fee for any unreturned garage door openers.

Following completion of your move, any debris left in hallways, elevators, entryways, or parking lots must be removed and these areas left in a clean condition. Your neighbors will appreciate your consideration.

Note: you will be responsible for any damage to elevators, hallways, and the interior/ exterior of buildings during your move. This includes damage to landscaping and grassy areas. It is your responsibility to monitor moving companies, friends and family.

Please be advised that if it is necessary to do any follow-up cleaning/repairs in your apartment beyond normal wear and tear, you will be billed per hour at the rate of \$55 per hour and cost of supplies.

The resident moving guidelines listed above will help ensure a smooth moving day. These guidelines were developed to help reduce the stress of moving day and insure all steps are taken to have your deposit returned.

**Please Note: Pre-Move Out Inspection**

All units are subject to a pre-move out inspection by a Leasing and Maintenance staff member within 72 hours of the *Notice of Intent to Vacate* form being submitted. 12 hour written notice of this inspection will be given outside of this Guideline. The purpose of this Inspection is to determine the amount of work needed to prepare your apartment for a new renter. No Security Deposit charges will be determined at this time, including the current condition of the unit's housekeeping needs.

**Thank you and we hope you enjoy your new home!**