

**TO RECEIVE YOUR DEPOSIT REFUND.....**

**PLACE THE FOLLOWING INSIDE A ZIPLOC BAGGIE:** Write your name & apt on the outside.

- \* **A SELF ADDRESSED STAMPED ENVELOPE:** for deposit. (If returning in Fall, deposit will be forwarded)
- \* **ALL KEYS:** Front door, Bedroom, & Mail. (twisty tie together)
- \* **PARKING PERMIT:** Remove and place on a small piece of paper.

**LOCK BEDROOM & APT DOOR & PLACE THE ZIPLOC BAGGIE:**

- \* **INSIDE RENT DROP BOX IN THE OFFICE DOOR (760 E. 900 N. #3).**
- \* **INSIDE RENT DROP BOX IN THE OFFICE DOOR (760 E. 900 N. #3).** Then notify management of your completion & departure at this link: <https://aptsbyusu.com/singles-vacated>

**\*\* Deposits will be processed 30 days from your contract end date or if sold, the date the new tenant takes over.**

**GENERAL MOVE OUT CHECK LIST**

*If prior to moving out you do not clean the items listed below and leave them in satisfactory working order the following charges will be deducted from your security deposit or owed to us if your security deposit is insufficient to cover the charges.*

**CLEANING CHARGES:** Based on an **hourly rate of \$30.**

**DAMAGES AND REPLACEMENTS:** Tenants will be charged the repair cost & labor or replacement cost & labor. If the tenant who is responsible is unknown, then all tenants will be charged equally

**RETURN ALL KEYS:** (Front, Back, Bedroom, Mail, ect...) \$25.00 for key not returned.

**OUTSIDE/INSIDE:** All personal items must be removed & area cleaned. Removal charges be added.

**GOOD CLEANING PRODUCTS:** Using good cleaning products will save you time & money. **Don Aslett's "The Cleaning Store"** (located next to Costa Vida), has excellent products. We recommend the following products. Keep in mind, that if there is touch ups to do, it still takes time to do them.

- \* **Shower-n-Stuff:** removes hardwater, soap scum, black residue. Use on shower/tub, shower head, faucet fixtures, other residue, inside toilet, sinks. Wet surface & apply foaming cleaner. Use a nylon pad to evenly apply. Let sit for 3-5 min.. Do a final scrub & thorough rinsing of all surfaces. May need to repeat.
- \* **Orange Degreaser:** mix this in a bucket of water and use on walls, shelves, cabinets, inside drawers & cupboards
- \* **Heavy Duty Oven Spray:** Use this to clean the oven, racks, drip pans. It can be used on the stove top & glass cooktop and range hood, but do not let it sit because it will remove the paint.
- \* **Other Supplies:** Purchase at any store. Mr.Clean Magic Erasers, Pumice Stone, SOS pads, Steel Wool, & Razor Blades.

**\*\* SOME OF THE ITEMS WILL NOT BE APPLICABLE TO EVERY APARTMENT \*\***

**ALL AREAS:**

- \* **REPLACE ALL BURNED OUT LIGHT BULBS:** \$2.00 each bulb replaced
- \* **SMOKE DETECTORS:** Test and replace all batteries if needed.

**BEDROOMS - LIVING ROOMS - HALLWAYS - STAIRS - ENTRIES**

- \* **WALLS:** Use degreaser to wash down all walls, baseboards, tops of doors, grooves, doors, door knobs, light switches, ceilings, cobwebs, shelves... A magic erase may be used but be careful not to scrub too hard to remove the paint sheen.
- \* **HEAT REGISTERS & COLD AIR RETURNS:** Use degreaser to wash and if there is an air filter, remove and vacuum it.
- \* **CLOSETS:** wash walls, shelves, baseboards, doors, bifold door slats...
- \* **CHEST OF DRAWERS, DESKS, & OTHER FURNITURE:** Wash in/out. Vacuum before washing. Use a magic
- \* **VACUUM FLOORS:** Be sure to vacuum under beds, drawers, desk, all furniture, in closet, & along edges/corners)
- \* **BED FRAMES:** Wash all metal frames, the lips/edges of frames including underk mattress & bunkboards
- \* **LIGHT FIXTURES:** Take down and wash
- \* **WINDOWS:** wash inside & out, tracks, sills (Slider windows can come out. Open window halfway & gently push up into top of the window track. Swing the bottom of the window towards you.)
- \* **WINDOW BLINDS:** Use a degreaser to wash each slat on both sides.
- \* **MOP FLOORS:** Vacuum/sweep and then wash down with a degreaser. Be sure to wash along edges and corners.

## **BATHROOMS & LAUNDRY AREAS**

- \* **WALLS:** Use degreaser to wash down all walls, baseboards, tops of doors, grooves, doors, door knobs, light switches, ceilings, cobwebs, shelves... A magic eraser may be used but be careful not to scrub too hard to remove the paint sheen.
- \* **SHELVES:** Use a degreaser to wash all shelves (vacuum prior), Use a magic eraser to help remove any stains or marks.
- \* **CLOSETS:** wash walls, shelves, baseboards,
- \* **HEAT REGISTERS & COLD AIR RETURNS:** Use degreaser to wash. If there is an air filter, remove and vacuum it.
- \* **BATH FAN:** Vacuum any dirt build up and then wash.
- \* **TUB/SHOWER:** Remove black stains, soap scum, hardwater, grout, faucet, & shower head: Use Showers-n-Stuff.
- \* **SHOWER DOORS:** Remove soap scum and hardwater build up.
- \* **SHOWER CURTAINS:** Remove shower curtains but leave the shower rod.
- \* **TOILET:** Wash inside & outside; This includes.. Deep inside, base of toilet, lid, hinges, behind, water supply line, tank. (To empty the water inside toilet, fill up a bucket of water & pour it directly into the toilet.) Then spray & scrub. If needed use a pumice stone.)
- \* **VANITY - CUPBOARDS - CABINETS:** Vacuum inside & out to remove crumbs and hair, then use degreaser & magic eraser to wash & remove stains. Wash outside grooves & handles.
- \* **SINK & FAUCETS:** Be sure to remove hardwater that is built up around drains, faucet heads & bases. Use Showers-n-Stuff.
- \* **COUNTERTOPS:** This includes the backsplash.
- \* **MIRRORS:** Wash
- \* **LIGHT FIXTURES:** Take down and wash, this includes dusting the light bulbs on the fixtures above the mirror.
- \* **MOP FLOORS:** Vacuum/sweep and then wash down with a degreaser. Be sure to wash along edges, corners & kick boards.
- \* **WASHER & DRYER:** Move out, vacuum lint/dirt & mop floor. Wash top, sides & inside the lid and edges, clean lint filter.
- \* **WINDOWS:** wash inside & out, tracks, sills (Slider windows can come out. Open window halfway & gently push up into top of the window track. Swing the bottom of the window towards you.)
- \* **WINDOW BLINDS:** Use degreaser to wash each slat on both sides.

## **KITCHEN & DINING ROOM AREAS:**

- \* **FRIDGE - FREEZER:** Wash inside/outside; Remove all items, wash all shelves, drawers, grooves, lips, gasket. Move out and wash all sides, top, and the floor and underneath.
- \* **CUPBOARDS - DRAWERS:** Vacuum inside & out to remove crumbs and hair, then use degreaser & magic eraser to wash & remove stains. Wash outside grooves & handles.
- \* **DISHWASHER:** Wash inside and inside lip. Wash outside and the kick plate under the dishwasher.
- \* **RANGE HOOD:** Remove grease marks/splashes underneath and ontop, wash light bulb cover, wash exhaust filter.
- \* **STOVE TOP:** Remove burners & drip pans. Wash all drip pans, raise the stove top and wash underneath. Wash top & knobs.
- \* **GLASS COOKTOPS:** Use oven cleaner & razor blade to scrape off build up, use stove cleaner to finish & shine. Wash all
- \* **OVEN:** Clean racks, sides, bottom, top and door. Use oven cleaner and spray everywhere, take an SOS pad or steel wool, razor blade and clean it. Clean oven drawer and clean underneath the oven. (Self Cleaning Oven: Remove all racks and tin foil!! Turn on self cleaning. Once done wash out and touch up. Clean racks separately!)
- \* **SINK & FAUCETS:** Be sure to remove hardwater that is built up around drains, faucet heads & bases. Use Showers-n-Stuff.
- \* **MOP FLOORS:** Vacuum/sweep and then wash down with a degreaser. Be sure to wash along edges and corners.
- \* **BARSTOOLS - CHAIRS:** Wash them down.
- \* **WALLS:** Use degreaser to wash down all walls, baseboards, tops of doors, grooves, doors, door knobs, light switches, ceilings, cobwebs, shelves... A magic eraser may be used but be careful not to scrub too hard to remove the paint sheen.
- \* **SHELVES:** Use degreaser to wash all shelves (vacuum prior to washing), A magic eraser will help remove any stains or marks)
- \* **CLOSETS:** wash walls, shelves, baseboards,
- \* **HEAT REGISTERS & COLD AIR RETURNS:** use a degreaser to wash and if there is an air filter, remove and vacuum it.
- \* **WINDOWS:** wash inside & out, tracks, sills (Slider windows can come out. Open window halfway & gently push up into top of the window track. Swing the bottom of the window towards you.)
- \* **WINDOW BLINDS:** Use a degreaser to wash each slat on both sides.

## **OUTSIDE-PORCHES-STAIRS-PARKING-STORAGE AREAS-AROUND BUILDING:**

- \* Remove all items belonging to tenants, trash, sweep, wash any shelves, & all garbage/trash are inside garbage cans/dumpsters.