



## MOVE-OUT REQUIREMENTS

We hope you have enjoyed your stay with us and wish you all the best in your new home. If you have not already done so, please provide your forwarding address below so we may return your security deposit. Also, please review the attached list of the following items that need to be done before moving out to ensure the full return of your deposit. Any charges to restore or repair the apartment to its original move-in condition will be calculated according to labor hours and cost of materials. If you have any questions in regards to these requests, please feel free to contact us at any time.

Once completed, please leave all unit and mailbox keys as well as the forwarding address sheet on your kitchen counter. Also, if you have had the carpets cleaned professionally, please leave the receipt. If there is not a receipt present, the carpet cleaning will be deducted from your deposit.

### FORWARDING ADDRESS:

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**NOTICE:** Please be aware that there will be a minimum charge of \$50 if our cleaning crew has to be sent to your unit for any reason after your move-out. Your unit should be cleaned from top to bottom to avoid any additional move-out deductions.

### Thermostat Setting:

- **Do NOT turn off the thermostat at the time of move out**
- During the winter months (Oct.-April) set the thermostat to heat setting of 65 degrees
- During the summer months (May-Sept.) set the thermostat to cool air setting of 72 degrees

### Kitchen:

- Please clean all cabinets and drawers (inside & out)
- Clean out refrigerator and freezer; please leave plugged in with temperature setting at "1"
- Do not leave any food in cupboards or refrigerator/freezer; you will be charged for disposal
- Wipe out microwave, stove/oven, and dishwasher; all must be cleaned of food and grease deposits
- Clean underneath the refrigerator and dishwasher
- Clean out sink, wipe down walls, cabinets, countertops, and floors
- Replace burnt out light bulbs, wipe down light fixtures

### Bathroom(s):

- Please remove all belongings from medicine cabinet, under sink storage, and tub/shower including shower curtains, curtain hooks, shampoo, soap, etc.
- Clean and wipe down toilet, sink, mirror and tub/shower thoroughly
- Please wipe off all fixtures including shower head, faucets both in the sink and tub/shower
- Replace burnt out light bulbs, wipe down light fixtures



**Laundry Room (if in unit):**

- Please remove all laundry products
- Clean and wipe down washer and dryer, and remove all lint from dryer lint catcher
- Replace burnt out light bulbs, wipe down light fixtures

**Living Room/Bedrooms:**

- Remove all furniture, lamps, and window treatments (except blinds installed by Kress Properties)
- Remove all hangers and other closet items from closet
- Clean windows, then close and lock
- Clean ceiling fan thoroughly
- Replace burnt out light bulbs, wipe down light fixtures

**Walls:**

- All nails, tacks, screws, etc are to be removed and any holes patched; Patched areas must be sanded and ready for paint
- All walls are to be wiped down
- Do not try to color match the paint for the walls
- Odor or smoke damage caused by cigarette smoke will be charged for full repaint of the unit

**Floors:**

- Per your lease, section 8, the “Tenant shall have all carpets cleaned by a professional carpet cleaning company and provide Lessor with a copy of the receipt at move out.” If there was a pet (dog or cat) in your unit, please be aware that you must also have the carpets deodorized when cleaned.
- All tile and linoleum must be cleaned thoroughly in all rooms where installed
- All baseboards should be wiped down and free of dust

**Storage Unit:**

- Your storage unit must be completely cleaned out and free of debris. You will be charged for the removal of any items left behind.

**All trash is to be disposed of properly from the unit. If large pieces of furniture are left outside the dumpster, you will be charged for removal. Please do not leave any type of trash inside the unit, storage unit, or garage. Upon inspection, if trash is found, the tenant will be charged for the disposal. We will refer to the move in/move out checklist provided at the time of move in to further assess any other damages.**