

Cleasby Properties LLC Vacating Instructions

We have enjoyed having you as a resident, and thank you for your help in maintaining and leaving a clean apartment. Please contact us after you have removed your belongings and are prepared to vacate the premises to set up a time in which you can return the keys. At this time a final inspection will be made of the apartment. If the apartment is found to be in satisfactory condition, your security deposit (less any amounts owed for utilities or damages) will be forwarded to you at your new address within twenty-one (21) days, as required by law. You need not be present at the final inspection, unless you specifically request it. If you have any questions feel free to contact us at (608)558-7857.

The following is a checklist of items to be cleaned before you leave. Any items below that have not been completed by you will be charged to you at a rate of **\$20.00** per hour.

Inspection is based on the following:

1. The overall cleanliness of the unit
2. Items that were damaged or removed, repainting due to cigarette smoke or any large holes in wall
3. Keys & garage door openers removed
4. Forwarding address provided

Check out inspection expectations:

- | | |
|---|--|
| <input type="checkbox"/> Pull out and damp mop under stove and refrigerator. | <input type="checkbox"/> Replace any batteries in smoke alarms that are not working |
| <input type="checkbox"/> Clean outside of stove and refrigerator | <input type="checkbox"/> Remove nails and any tape placed on walls |
| <input type="checkbox"/> Clean under burners/lift stove top and clean under stove top | <input type="checkbox"/> Wash any soiled walls/ceilings |
| <input type="checkbox"/> Clean or replace drip pans | <input type="checkbox"/> Wash windows including window tracks and blinds |
| <input type="checkbox"/> Clean oven (inside with oven cleaner) including broiler pan | <input type="checkbox"/> Dust baseboards and heating vents |
| <input type="checkbox"/> Clean inside of refrigerator and freezer pulling out all drawers | <input type="checkbox"/> Vacuum carpeting thoroughly |
| <input type="checkbox"/> Clean bathroom (all surfaces, showers, sinks, plumbing fixtures, medicine cabinet)-no soap residue | <input type="checkbox"/> Have carpet professionally cleaned (if necessary) |
| <input type="checkbox"/> Clean toilet inside and outside | <input type="checkbox"/> All personal items/belongings must be removed or a charge will be imposed to you from Design Properties to remove and dispose of any such items |
| <input type="checkbox"/> Wash mirrors | <input type="checkbox"/> Have all keys ready to turn in at inspection (door and basement) |
| <input type="checkbox"/> Wipe out medicine cabinet | <input type="checkbox"/> Forwarding address for security deposit return (this will avoid deposit being returned to Design Properties) |
| <input type="checkbox"/> Damp mop bathroom floor | <input type="checkbox"/> Contact Utility Departments and have your bill forwarded to your new address |
| <input type="checkbox"/> Wipe out drawers and cabinets in kitchen and bathroom | |
| <input type="checkbox"/> Wipe down shelves in closets and pantries | |
| <input type="checkbox"/> Damp mop kitchen floor | |
| <input type="checkbox"/> Replace burned out light bulbs | |

****SECURITY DEPOSIT MAY NOT BE USED AS RENT PAYMENT.**