kva

Asset Management & Brokerage

MOVE-OUT PROCEDURES

1.   Residents will be expected to leave residence in good condition.

2.   The stove (both top and bottom) must be cleaned thoroughly. Burners and grease traps must be cleaned.

3.   Refrigerator must be defrosted, cleaned and left on. Drip pan under refrigerator must be thoroughly cleaned.

4.   Carpets must be vacuumed and shampooed.

5.   Formica-tile, bathroom tile, and all floors must be cleaned.

6.   Bathroom and kitchen sinks and bathtub must be cleaned.

7.   Woodwork and doors must be wiped free of smudge marks as well as possible.

8.   All drawers, closets, and cabinets must be emptied of all trash. All shelf paper must also be removed.

9.   All patios and balconies must be cleaned of trash, grass and weeds. Yard shall be cut and trimmed in a neat fashion (where applicable).

10.   Glass broken during term of contract shall be at the expense of the tenant.

11.   Residents who have had pets in their units will be charged for <u>professional</u> shampoo and de-flea.

12.   **Upon completion of the above, resident(s) should turn in all keys (both unit and/or mailbox and pool) to management** to be checked out by the management. A forwarding address will also be needed for mailing damage and/or pet deposits to be refunded.

FAILURE TO COMPLY WITH ANY ITEM LISTED ABOVE WILL
RESULT IN A DEDUCTION FROM DAMAGE AND / PET DEPOSIT

13.   Check out consists of inspection of the dwelling by management for above cleaning requirements.

14.   **Electricity must be left on for your check-out!**
       If a tenant has electrical service terminated and the management is required to turn the service on for cleaning purposes, the amount charged by the electric company for electrical turn on and the consumption will be deducted from the security deposit.

15.   If a lease is terminated prior to expiration and the tenant does not obtain an approved resident to replace themselves, there will be additional fees for reletting and rent loss.

16.   Your security deposit and a statement concerning deductives will be mailed within 30 days

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