

## **MOVE-OUT INSTRUCTIONS FOR RESIDENTS (REVISED 4/02)**

**Once your apartment is empty and you are ready to turn in the keys, it is your responsibility to notify the resident property manager to do the final inspection.** If we do not hear from you, your apartment will be inspected on the last day of your notice.

The following move-out instructions detail your responsibilities. If we have to perform the work, you will be charged. Charges will be assessed for all additional cleaning based on the time spent over and above the customary turnover cleaning time. These charges will also apply to the removal of excessive buildup of nicotine caused by smoking material, either by means of additional cleaning and/or any necessary additional priming or painting made necessary by the condition.

### **KITCHEN**

- A. Refrigerator, including shelves, crisper, under crisper, and area under footguard cleaned; Refrigerator should be pulled out to clean sides and area behind refrigerator. All items removed from refrigerator and cabinets
- B. Cupboards, sink, faucet fixtures, tile, and exhaust fan cleaned
- C. Stove, including burners, controls, burner rings, and drip-pans cleaned or replaced. Stove should be pulled out to clean sides and area behind stove. Oven cleaned, with no oven cleaner left in oven or dripped on floor
- D. Floor cleaned and Closets cleaned

### **LIVING ROOM, DINING ROOM, AND BEDROOM(S)**

- A. Baseboards cleaned Finger marks and other marks cleaned off switches and walls
- B. Finger marks and other marks cleaned off switches and walls
- C. Window sills cleaned, windows washed, and screens washed or cleaned
- D. Closets vacuumed and clothes hangers removed
- E. All carpets will be vacuumed and professionally steam cleaned, a receipt for the carpet cleaning must be presented at the time of the move out inspection.

### **BATHROOM**

- A. All fixtures, floor, and wall areas must be cleaned

### **MISCELLANEOUS/PATIO/DECK/STORAGE AREA**

- A. Burns in carpet/flooring/countertop
- B. Trash carried away
- C. Patio/Deck swept and mopped or hosed (if applicable)
- D. Storage compartment cleaned (if applicable)
- E. Residents are responsible for the expense for removal of all furniture that is not wanted which is left behind at move-out or placed with the trash.

Once an «mgmt\_company» representative has inspected the apartment with you, and report its condition, and if appropriate, disburse the deposit as provided by Maine Law. All necessary funds will be removed from the security deposit for repairs, replacement of items, etc. If the apartment is in proper condition, you will forfeit no part of the security deposit. If the charges incurred exceed the amount of your security deposit, you will be billed for the difference. Please make sure to return all of your keys, including mailbox keys to the resident manager. There is a fee charged for each missing key.

**It is your responsibility to notify this office of your forwarding address by the day you vacate.**