

# MOVE-OUT CLEANING CHECKLIST AND INSTRUCTION SHEET

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***Residents are still required to submit a 30-day Intent to Move Out notice.***

## Moving-Out

### RESIDENT'S NOTICE OF INTENT TO MOVE OUT

You must give a minimum of a 30-day notice prior to vacating your apartment by submitting the Resident's Notice of Intent to Move Out in writing by mail to the main office at 603 CR 413 Kirbyville, TX 75956. Oral notices are not acceptable. Your move out notice must not terminate the Lease Contract sooner than the end of the Lease Contract term or renewal period. Once your Notice has been received, you will receive an acknowledgement message as to whether it was approved or not. If less than a 30-day notice is given, you will be liable for all rents due as stated in your apartment lease contract and any other charges which you may be liable for 30 days after notification is received, or until someone else moves into the apartment, whichever occurs first.

Any requests to modify or withdraw your Move Out Notice must be approved by the Midas Touch office. Requests may be submitted by letter or by email.

All personal property must be removed and all cleaning must be completed no later than noon on the move-out date you indicate on your Termination Notice. Any personal belongings left behind will be removed and disposed of, and you will be charged a disposal fee. You will be charged damage and/or cleaning fees if the apartment is not left clean and in good condition.

Note: This notice does not release you from the terms of your contract. You are still liable for the complete terms of your Lease contract.

### MOVE-OUT GUIDELINES

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$25/hour for their services will be deducted from your security deposit. (Section 39 of your Lease agreement). If these charges exceed your deposit, then we will send you a bill for the balance.

- **Your security deposit does not apply to your last months rent!**

If you fail to pay the rent through the remainder of your contract, you will be liable for all rents due and a reletting fee.

- **You are to be moved out of the apartment by noon on the last day of your lease.**
- **Your final inspection must be done by 4 pm of the last day of your lease.**

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### ITEMS YOU NEED TO DO:

- Arrange for your phone and cable service to be disconnected.**
- Cancel or change your address for any newspaper/magazine subscriptions.**
- Please call the office 409-571-9426 to schedule a time for a move-out inspection at least a week before you move.** Everything must be out of the apartment to do the move-out inspection. You should be present during the inspection so that there are no misunderstandings. We would rather have you complete the cleaning than to hire it done and charge you for it.
- All carpets must be professionally cleaned** by a truck mounted cleaning company. Cleaning is to be done at your expense. You are welcome to arrange your own cleaning service, however, the folks at A-Max will extend our deeply discounted rate to you if you ask for it (409) 454-5102. You must provide a bona fide receipt if you do this and work must be completed satisfactorily.
- Notify us if you will be leaving furniture behind** so that arrangements can be made to have Waste Management pick it up. Any personal belongings, furniture, or trash left behind in the apartment, balcony, and/or stairwell, will be removed and disposed of, and you will be charged a removal fee. You will be charged damage and/or cleaning fees if the apartment is not left clean and in good condition. Put all trash (only) **inside** the dumpster. Do not leave any furniture in or by the dumpster.
- Contact the electric and/or water company to take a final meter reading at the end of the lease term**
- Please call our office at 409-571-9426 with questions** regarding these guidelines.
- Send your Mail Forwarding Card** to the United States Postal Service (USPS) and let us know what it is so we can send your deposit.
- Leave the Fire Extinguisher and smoke detectors** for future tenant use. If they are missing, you will be charged replacement costs of \$50 for the fire extinguisher and \$20 for the smoke detectors.
- Lock the windows and doors and turn off all the lights in the apartment as you leave.
- If you move out during the summer months, turn off the thermostat. If you move out during the winter months, set the thermostat to 65 degrees.
- Leave all apartment and mail keys on the kitchen countertop.** (If the apartment and/or mail keys are not in the apartment **at the time of inspection**, you will be charged a \$30 fee to re-key the apartment and a \$30 fee to re-key the mailbox (total of \$60).

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Items that have to be cleaned or repaired by our staff or vendors will be charged at a minimum of \$25.00 per hour, so it will be a lot cheaper for you to return the apartment to us in clean, repaired and immediately rentable condition. We request you to do so.

### CHECKLIST (This must be turned in at the final inspection.)

The following is a checklist of items to be done before returning the apartment, and the average time involved in the cleaning of that item. Please note these are general averages for time involved with cleaning. Your maintenance manager may estimate a different time based on the condition. Please note that the maintenance manager's estimate is only an estimate, and the actual amount charged will most likely vary.

Please ensure that the items on the following checklist have been completed before the final inspection of your apartment by the manager. Thank you!!

#### KITCHEN

##### **STOVE/OVEN (2.5 hrs) (MAKE SURE THAT THE STOVE HAS BEEN UNPLUGGED PRIOR TO CLEANING AND THAT THE AREA IS COMPLETELY DRY BEFORE PLUGGING IT IN AGAIN!)**

- ✂ **Burners & Surface**, this includes the area on the front, sides, knobs, and below the burners. (On most electric models the burners can be removed by lifting the outer-most portion of the burner and gently pulling away from the center of the stove top, this will allow the stove top to be lifted off to facilitate cleaning underneath.) The drip pans should be removed and cleaned or replaced if necessary. Stovetop lifted and scoured
  
- ✂ **Oven & Broiler/Lower Storage Drawer** (if so equipped), Stove bottom drawer cleaned. For the oven, removing the oven rack(s) will aid in their cleaning and the cleaning of the oven.. If the oven is self-cleaning, then Use the self-clean cycle, and then clean out the residue left behind. **Do not use oven cleaner if it is a self-cleaning oven!** If it is not a self cleaning oven, then scrub the oven with an oven cleaner. Racks need to be scrubbed.
  - Under & behind the unit itself (the stove can easily be slid out of its current position)
  - Replace any burned out light bulbs (vent hood, oven, and fan)

#### REFRIGERATOR (1.5 hrs)

- Under & behind**, pulled out and floor cleaned underneath. Also dust and remove all dirt from the evaporation coils located on the rear of the unit.
- Outside Surface:** top, front, & sides and handles. Seal should be cleaned.
- Inside**, all interior surfaces. All shelves and drawers (removable) and should be removed during cleaning and be cleaned also. Clean areas under drawers also.
- Replace any burned out light bulbs (refrigerator and freezer)
- IMPORTANT NOTE: When you are finished, be sure to turn the refrigerator ON to its warmest setting or leave the door ajar and unplug electrical cord from wall. DO NOT KEEP THE DOOR CLOSED WITH THE UNIT 'OFF', THIS COULD RESULT IN ADDITIONAL CLEANING CHARGES.**

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### COUNTERS & CABINETS (1.5 hrs)

- Dishwasher** surfaces cleaned inside and outside
- Microwave** door inside and out. Make sure rotating tray is clean. Surface area inside on top, sides, and bottom. Surface area outside on top, front, sides, and bottom. Any burned out bulbs replaced. Any vent filters cleaned(dishwasher safe).
- Cabinets and drawers** emptied and cleaned inside and out. Shelves must be wiped clean.
- Outer surface and top of cabinets. This includes all counter surfaces
- Sink scoured
- Floor and baseboards scrubbed
- Outlets and electrical switch plate covers cleaned
- Ceiling free of cobwebs
- Burned out light bulbs replaced
- Vacuum dust from ceiling fan
- Clean any debris from walls
- Clean and wipe down closet and shelves, if applicable
- Sweep and mop kitchen floor. Edges and corners must be cleaned.
- Clean exhaust fan cover, if applicable. Replace any burned out bulbs.

### LIVING ROOM/DINING ROOM (3 hrs)

- Windows cleaned
- Windowsills, frames, and cracks cleaned
- Blinds cleaned
- Air conditioner filter and cover cleaned
- Carpets vacuumed and shampooed and/or tile floors mopped
- Vents wiped off
- Ceiling free of cobwebs
- Clean ceiling fan lights and blades and/or any other light fixtures.
- Use broom or vacuum attachments around ceiling and in corners.
- Wash down walls
- Clean both sides of door and doorframe.
- Dust all baseboards and electrical plates
- Replace any burned out bulbs in all lights
- Wipe down closet shelf, if applicable

### BEDROOMS (1.5 hrs)

- Windows cleaned
- Windowsills, frames, and cracks cleaned
- Blinds cleaned
- Vents wiped off
- Baseboards cleaned
- All electrical covers wiped off

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- Carpets vacuumed and shampooed (including closets)
- Ceiling free of cobwebs
- Wipe off walls, doors, and closet shelves
- Wash ceiling fan, blades, and globes-replace any burned out light bulbs

### BATHROOM (1.5 hrs)

#### SHOWER/TUB

- Shower curtain removed
- Shower / bathtub floor and walls scrubbed (*free of soap, scum and mildew*)
- Clean faucets, showerhead, and front of tub.

#### CABINETS

- Clean cabinets, shelves and/or closet inside and out
- Medicine cabinets emptied and cleaned inside and out
- Sink and faucets cleaned
- Wipe under the sink
- Mirror cleaned
- Clean countertop.
- Polish plumbing fixtures and towel/toilet paper holder/etc.

#### TOILET

- Toilet tank and base cleaned
- Toilet bowl scrubbed
- Toilet seat top and bottom scrubbed. Replace if necessary.

#### FLOOR/WALLS

- Floor and baseboards scrubbed
- Outlets and switch plate covers cleaned
- Sweep and mop floor.
- Ceiling free of cobwebs
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs

#### WASHER/DRYER

- Wipe down washer and dryer inside and out, if applicable and clean all vents
- Clean all floor and wall areas of all lint and debris

### ALL CLOSETS ( 0.25 hrs)

- Vacuumed and cleaned (no cobwebs)
- Doors and shelves wiped down
- Remove any appliqués

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### OTHER

- All belongings and trash removed from apartment
- Replace any light bulbs that have burned out with the same watt and style bulb. **BULBS THAT ARE NOT REPLACED OR REPLACED INCORRECTLY WILL BE CHARGED AT \$5.00 - \$10.00 EACH.**

### CARPET

Vacuum and steam clean all carpeting. Remove any spots or stains. **STAINS THAT ARE NOT OR CANNOT BE REMOVED ARE CHARGED AT \$10.00 PER SQ. INCH. STEAM CLEANING CHARGES ARE \$75.00 MINIMUM.**

### PAINT

Remove spots from walls

Remove all tacks or nails from walls and repair holes with spackling compound (white). Get touch-up paint from Manager and paint spackled areas.

**HOLES NOT REPAIRED (fill and touch up) WILL BE CHARGED AT \$10.00 EACH. IF THERE ARE VISIBLE TOUCH-UP SPOTS, OR MISMATCHED PAINT, YOU WILL BE CHARGED FOR FULL RE-PAINT OF UNIT.**

- Smell or smoke damage caused by smoking, incense, candles, etc... will be charged for full re-paint of unit.
- Wall Damage:** Damage charges will be assessed for wall damage from screws, tacks, pins, picture hangers, stick-ons, tape, nails, etc. Spackle or patch marks are considered wall damage, and toothpaste used in nail holes will be charged for removal and repair.
- WALLS, DOORS, & DOOR FRAMES** Clean pencil, crayon, food, and/or grease marks from the walls, doors, and door frames (but don't scrub so hard that you remove the paint).

**IF YOU DO NOT SCHEDULE AN APPOINTMENT WITH US PRIOR TO MOVEOUT, ALL ASSESSED CHARGES ARE FINAL!**

**ALL KEYS MUST BE RETURNED TO THE RESIDENT MANAGER PRIOR TO LEAVING. Keys not surrendered are deducted at \$25.00 each.**

**IT COSTS US A LOT TO MAKE UNITS READY FOR NEW TENANTS. PLEASE RETURN THE APARTMENT IN CLEAN AND GOOD CONDITION TO AVOID CHARGES.**

**YOU WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE APARTMENT.**

**Thank you!**

### Deposit Refund

The deposit you paid when you submitted the agreement for your apartment will first be applied to any cleaning or damage charges incurred, and then to any other outstanding

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debts (such as unpaid late charges, etc...). Any remaining balance will be refunded to you within 30 days of your termination/liability date. You will also be sent a voucher notifying you of any cleaning/damage/replacement charges. Please make sure we have your new mailing address.

ADDRESS \_\_\_\_\_ UNIT NO. \_\_\_\_\_ DATE \_\_\_\_\_

Property Name: \_\_\_\_\_

Please use the boxes to check off each item as completed. Fill in your name and this paper can serve as your proof of cleaning.

APARTMENT LEASE NAME ON CONTRACT \_\_\_\_\_

I have completed the cleaning for this unit as shown by checking the boxes above and am submitting this to serve as my proof of cleaning.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mgmt. Initials \_\_\_\_\_