

1st American Properties

The Pros in Property Management

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Re: Checkout Procedures.

Dear Tenant,

This letter is to inform you of the expectations for your checkout. Please leave all keys (including mailbox and club house if applicable) and garage door remotes on the counter prior to leaving and notify us of the date/time you will have these items complete.

1. All carpets will be professionally **steam cleaned** by our contracted company per your lease after you move out. Please call or email your move out date to expedite this process.
2. All appliances must be thoroughly cleaned. (i.e., Burner covers taken off the stove and cleaned, refrigerator, and freezer wiped clean, inside of oven cleaned.) **See bottom of this letter for more explicit directions.**
3. According to your lease, any extra cleaning that needs to be done will be done by our cleaning people and will be taken out of your deposit. *****(If you do not plan on cleaning, you must let us know at least 15 days before check-out so that we can schedule a time to have the cleaning completed. It will not be acceptable to tell us the day you check out.) See bottom of this letter for more explicit directions.**
4. Everything must be out of the house and cleaned **by noon** on the last day. You will be expected to be out by noon, not in the process of moving.
5. **For single family and duplex tenants.** If you are responsible for the yard, you are expected to have it mowed and edged along the concrete-to-grass edge and around the entire perimeter. The yard must be in good condition. If it isn't in good condition we will have our yard maintenance person take care of it and his fees will be taken out of your deposit.
6. You will need to have all the keys present at the check-out, or you will be charged to have the locks changed.
7. All utilities will need to be paid before the deposit can be returned. We suggest that you call the utility company several days prior to your moving out and tell them to end service on the last day of your lease. We also suggest you provide them with your forwarding address so they can get you the final bills quickly. We will be calling the utility companies to see that you have paid these bills.
8. We will also need a forwarding address for at least one person on the lease with a phone number.
9. The return deposit check will be made out to all persons on the lease. If you want it made out to only one person, we will need a letter signed by the others on the lease saying it's okay to send it to just one person.

General Cleaning:

- Remove cobwebs from ceilings, walls, top of all moldings and doorways. Wipe down all moldings, trim, baseboards, door casing, shelving, etc, with clean cloths.
- Vacuum and/or wash both sides of all blinds & ledges. Clean screens and window tracks with vacuum.

- Clean furnace room and storage areas (inside and outside) of all dust, cobwebs, and dirt. See "Furnace" below.
- Take down light globes/fixtures, wash with warm soapy water, and replace. Make sure that all bathroom and any multiple-bulb lights have exactly the same wattage and type of bulb. See "Light Bulbs" below.
- Clean ceiling fans (tops of blades and motor) and ceiling area above fans.
- Clean all windows inside including windowsills.
- Wipe all light switch covers and receptacle covers to clean off grease and fingerprints
- Vacuum all carpet (before steam cleaned) and sweep and mop all hardwood, vinyl, and tile. Ensure every place (behind toilets and corners of bath and closets) is clean.
- Sweep out garage and patios. This includes all walls and ceilings. Hose down if necessary.
- Be sure to schedule and confirm your last garbage pickup. Put away the cans after the day of scheduled pickup; this also ensures that it's been done so you won't be charged.

Kitchen Cleaning:

Stove: Clean range hood, fan, vents, and under drip pans. Scrub burners and under knobs. Replace all drip pans and rings. Clean oven and pan drawer. ***Do not use oven cleaner in self-cleaning ovens.*** Oven cleaner can be used on racks. Wipe down inside of oven with clean water after cleaning to remove all leftover residue. If stove is removable please slide the stove out and sweep/vacuum behind and underneath it. On some appliances you can do this by removing the lower drawer. Be careful not to damage the flooring when removing the stove!

Refrigerator: Defrost, wash inside thoroughly, remove & wash drawers, shelves and door compartments. (This applies to the freezer as well) Wash outside and adjacent walls. Clean all exposed sides, remove front foot guard and vacuum this area and behind the refrigerator. (It should be on wheels, so just pull it out. The refrigerator will be moved during check out.) Do not turn off the refrigerator.

Dishwasher: Clean out inside of dishwasher (remove all dish ware), run a cleaning cycle without dishes. Clean front of dishwasher including buttons and control panel.

Cabinets and Countertops: Clean all counter tops and tile areas. Clean out all cabinets and drawers, including under the sink. Clean all cabinet doors and door handles of grease, finger prints, and dirt. Clean sink and polish faucet fixtures. Remove drawers, shake and wipe with damp cloth and reinstall.

Bathrooms: Scrub all tile and grout. Scrub bathtub, sink, and toilet including exterior areas. Wash the mirror and polish all fixtures. Clean medicine cabinet as well as all other cabinets and drawers inside and out.

Bedrooms: Clean out and vacuum closet, and remove all hangers. Wipe down closet shelves and pole, baseboards, window sills, casings, etc.

Living and Dining Areas: Clean closets and cabinets. Clean fireplace thoroughly.

Charges to deducted from deposit if not completed before vacancy

- Refrigerator:** \$75 (or more) if not cleaned.
- Stove:** \$75 (or more) if not cleaned. If the drip pans and burner rings are *not replaced*, you will be charged for new ones.
- Light Bulbs:** \$5 for each light bulb replaced.
- Trash:** \$20 for any light trash left in property. \$65 + dump fees for removal of furniture, large amounts of garbage, refrigerator trash, and cabinet trash.
- Windows:** Insides of all windows. Cost based on number of windows. Screens must be removed and cleaned with water also.
- Vertical Blinds:** \$100 per vertical 5', 6', or 8' wide vertical blind.
- Mini Blinds:** \$25+ per horizontal mini blind.
- Furnace:** \$90 if you don't thoroughly vacuum out inside the furnace compartment and the surrounding area and change the furnace filter! This includes the top of the water heater, exhaust pipe (on top) and the furnace. It may need to be wiped down with a damp cloth. The filter and area will be checked.
- Miscellaneous Cleaning will be billed at \$35/hour. \$75 minimum trip charge will apply.**