

MOVE OUT PROCEDURES

KITCHEN

Cabinets & Drawers	Clean inside & out.
Countertop & Backsplash	Cleaned & bleached, if stained.
Refrigerator	Must be emptied, defrosted, cleaned inside & out & turned back to the lowest setting. DO NOT TURN THE REFRIGERATOR OFF AND DO NOT USE A KNIFE TO SCRAPE THE ICE. If damage is caused, you will be charged to repair or replace the refrigerator.
Range	Clean the top, back, front, oven, broiler and pans under top burners. (Note – if drip pans are badly stained they can be replaced).
Range Hood	Clean underneath, filter, light cover & top.
Floor	Must be scrubbed & waxed (unless vinyl no-wax) under range, & refrigerator as well as open areas.
Lights	Shades should be taken down & washed then re-hung. All light Bulbs must be in working order.
Ceramic Tile	Must be cleaned & shining with no scum or grease left.
Fire Extinguisher	Must be fully charged.
Windows	Must be cleaned inside with no streaks – windowsill must also be cleaned.
Blinds	Must be taken down & washed with soap & water, dried and re-hung.
Dishwasher & Microwave	Must be cleaned inside & out – be sure to pay special attention around doors.

BATHROOM(S)

Ceramic Tile	Must be cleaned & shining with no soap scum left.
Bathtub Enclosures	Must be cleaned with no residue left.

Bathtubs	Cleaned inside & out with no residue or hair left behind.
Toilets Bathrooms Continued –	Cleaned inside & out & especially around base at floor.
Medicine Cabinets	Cleaned inside & out, also clean mirror.
Sinks	Must be cleaned with no residue or hair left behind.
Vanity	Must be emptied & wiped out, also outside & top cleaned.
Floor	Must be scrubbed & waxed (unless no wax or ceramic)
Lights	Must be cleaned and working.
Soap dish & Toothbrush holder	Must be cleaned top & bottom
Toilet paper holder	Wiped Clean
Shower Curtain/hooks	Must be removed
Heater	Must be cleaned
Towel racks	Must be wiped off with a damp cloth and cleaner.

IN GENERAL

Carpets	Must be Professionally Cleaned by a cleaning service to remove all stains and ground in dirt. Receipts must be turned in with your keys. If you do not turn in a receipt, we will have no other option but to have the carpets re-cleaned.
Blinds	Must be taken down - washed with soap & water, dried & re-hung. Please make certain soap streaks are gone.
Tile Floors	Must be cleaned. Pay particular attention not to miss the edges.
Light fixtures	Must be cleaned with soap & water with no streaks.
Railings	Must be wiped off.
Windows	Must be cleaned inside with no streaks. Window sills must also be cleaned.
Furniture	Must be dusted and shining. All the furniture that came with your

	unit must be there.
Balconies/Porches	(both front & back) must be cleared of debris and swept.
Furnace rooms/basements	Must be completely empty & swept & scrubbed.
Smoke Detectors	Must be present, attached and working. Detectors without working batteries will be a charge to the tenant in the amount of \$25.00 per battery.
Cob Webs	Must be swept out and cleaned off.
Foyers	Lights & door windows must be cleaned & floors swept & scrubbed.
Light Shades	Must be taken down, washed & put back up.
Screens	Must be on windows
Closets	All your items must be removed and floors cleaned.
Light switches/ Receptacles	Must be wiped clean
Hardwood Floors	Must be scrubbed & waxed.
Walls	Must be wiped off and cleaned.
Nail Holes	Must be spackled

CLEANING SUGGESTIONS

When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue left, take a clean wet cloth and wipe it clean.

When you are done in the bathroom, kneel down and look at the ceramic tile by the tub to see if the soap scum is gone. Also, look at the soapdish and toothbrush holder, to make sure that the bottoms are clean. Check the bathroom in particular to make sure that all hair is gone.

When you are finished in the kitchen, look at the ceramic tile at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood for leftover grease.

Don't forget the closets. These must be cleaned, swept and scrubbed.

OTHER DEDUCTIONS

In addition to any cleaning charges, the following items will be deducted from security deposit if they are not paid before the end of your lease:

Late Fees, Outstanding Invoices, Unpaid Rent/Utilities, Charges for Returned Checks, additional damage to apartment or furniture and carpet cleaning (if receipt is not turned in).

MOVE OUT PROCEDURES REMINDERS

1. If your rental unit uses fuel oil, you are responsible for filling the oil tank upon lease expiration. If your tank is not filled, the landlord will fill it and deduct the amount from your security deposit.
2. All light bulbs must be in lamps, sockets, etc. and be in working order. All smoke detectors must have batteries and be in working order. Fire extinguishers must be in working order and fully charged. If any of these items are missing or do not work properly, your security deposit will be billed accordingly.
3. All keys must be returned upon move-out. If keys are not returned, you will be charged the cost of changing the locks and \$5.00 per unreturned key.
4. Our office must have a forwarding address for you before you leave. They may be mailed to Jabco Realty Management Office or submitted with your final rental payment.
5. You must call Allegheny Power at 1-800-255-3443 and inform them of your lease termination date and make arrangements to have the final meter reading done. **You MAY NOT have the utilities taken out of your name until your EXACT LEASE EXPIRATION DATE or you will be charged a \$100.00 disconnect utility fee.**
6. You must call cable & telephone providers and arrange to disconnect your services.
7. Any questions concerning move out procedures can be addressed for calling our office at 355-2021 or by mail to Jabco Realty Management.

FORWARDING ADDRESS FORM

*Please note – if you are in a joint & several lease only 1 check will be issued with all the tenants names. If you wish to have separate checks a \$10 separate check fee will apply for each additional check that is written and we **must** have addresses for **every** tenant who occupied the unit. If you are unable to provide addresses for everyone – we cannot issue separate checks.

Unit Address: _____

Tenants: _____

Please check appropriate

_____ - I/we wish to receive only 1 check with all tenants names.

_____ - I/we wish to receive separate checks in divided in equal amounts. I/we understand that there will be a \$10 fee for each additional check that is written. (ie. No charge for 1st check) and that the separate check fee will be deducted from the security deposit.

Tenant Name: _____

Forwarding Address: _____

Tenant Name: _____

Forwarding Address: _____

Tenant Name: _____

Forwarding Address: _____