

The Elms Apartments

Move Out Guidelines



Cleaning: Any returnable deposits shall be refunded within 30 days from date possession is delivered to Management as evidenced by the return of the keys to Management, or within 30 days from the end of the lease term, whichever is later. In order for the deposit to be returnable, Resident must be in compliance with all provisions contained in the Lease Agreement and must provide Management with a proper forwarding address. Resident must leave Premises in an undamaged, clean and re-rentable condition, to be determined by Management. If the appearance of any wall is unsightly because of an excessive amount of holes or poorly patched/painted touch up efforts, Resident will pay for having said wall(s) resurfaced and repainted by a professional. Coordinate the cleaning in the kitchen and bathroom with your roommates whether they are moving out or not – it ALL needs to be clean.

Required cleaning includes, but may not be limited to the following:

- Clean all appliances inside and out, including: stove, oven, dishwasher, microwave, and refrigerator. Pull large appliances out to clean underneath and behind. Do not use cleaning products in a self-cleaning oven.
- Clear all your food out of the refrigerator and take all dishes, pots, pans, and any utensils that belong to you.
- Clean baseboards, trim, walls and doors, including exterior doors.
- Clean windows, window sills, window coverings, blinds, light fixtures, ventilation fans, switch plates, outlet plates, vents, air return covers, etc.
- Clean toilets, tubs, showers, sinks, faucets, counters, backsplashes, and soap holders – including hard water buildup.
- Wipe out and clean cabinets, drawers, closets and shelves.
- Leave operating light bulbs of appropriate size, number, and wattage in each light fixture and socket. Check and replace as needed furnace filter and smoke detector batteries.
- Dispose of all trash and boxes and sweep back and front entry.
- Sweep and mop all hard surface interior floors.
- Vacuum carpeted areas, with special attention paid to areas near baseboards and edges.

Carpets will be cleaned by Management and a charge of \$60.00 will be paid from security deposit.

Painting and Repairs: While you may choose to take care of these, we recommend that residents not attempt to repair wall damage or paint. From our experience, most residents that attempt repairs or painting cause more damage to the walls than if left alone, causing extra costs to the resident. Repairing wall damage requires prepping/sanding of the affected area, proper texturing of the area, and priming. All painting must be painted in a professional manner, properly trimmed in, and painted from corner to corner to avoid polka dotting the walls. If you have questions or concerns regarding painting or any repairs please call the office and speak to our operations department.

Keys: Return keys to the office by 12:00/Noon on your move-out date. Do not leave your keys in the property and hope we find them. If you leave your keys in our office drop box, please make sure you indicate which property they are for and provide us with your forwarding address. You may be charged additional rent if keys are not returned on your scheduled move-out date. When turning over possession, provide the following:

- All copies of keys
- Forwarding address

Inspections (optional): If you would like to schedule a move-out inspection with a member of our staff, please contact our office at least 5 business days in advance to schedule a time. All inspections must be scheduled before 12:00/Noon on the last day of your lease. Keys must be turned in at the inspection regardless if there is more time remaining on your lease. All keys/remotes and carpet cleaning receipt should be ready to hand over to the inspector at the inspection. If you are not completely moved out and ready to turn over keys, the inspector will not be able to perform the move out inspection.

Security Deposits: We will mail you a statement regarding your security deposit within 30 days from last day of your lease. Please do not call the office and ask to pick up your refund check. In order to receive your security deposit refund, you must:

- Have given the proper notice of your intent to vacate
- Provide us with a proper forwarding address
- Leave the property in a clean, undamaged and re-rentable condition
- Not be in default of your lease agreement (See *DEFAULT* section of your lease agreement)

If the costs we incur getting the property ready to re-rent exceed the amount of your security deposit, you will receive a bill for the difference. Please contact our office if you have any questions. Good luck with your move!