

GUIDELINES FOR VACATING YOUR APARTMENT

You moved into a clean, orderly apartment and when you leave it should be left in the same condition. The following suggestions will help you to maximize the return of your security deposit.

****Cleaning fees range from \$150 and up**

General Guidelines

- ◆ All personal property and trash should be removed, including storage and garage areas.
- ◆ Do not attempt to make major repairs.

Bathroom

- ◆ All surfaces, fixtures, and the toilet should be cleaned.
- ◆ The medicine cabinet is to be emptied and cleaned.

Kitchen

- ◆ The stovetop and oven are to be clean and free of grease.
- ◆ The refrigerator is to be cleaned and **left running (Do not unplug!) Defrost if necessary**
- ◆ Clean freezer and refrigerator gaskets, in creases especially
- ◆ Kitchen cabinets should be emptied and cleaned.
- ◆ Dishwasher cleaned this includes the door and soap dispenser, remember the gasket
- ◆ Wipe down all appliances and cabinets

Floors

- ◆ On the hardwood floors, use a mixture of ¼ cup vinegar to one gallon water. **DO NOT WAX!**
- ◆ On tiled floors, use a detergent cleaner and rinse – Carpet professionally clean
- ◆ On laminate flooring, damp mop or use cleaners specifically for laminate flooring

Walls

- ◆ Remove all adhesives/nails/mollies/screws/picture hangers/hooks. Please **lightly** spackle holes.
- ◆ Clean smudges, etc. around the light switches, doorjamb, and on any painted woodwork
- ◆ Wipe off all baseboards and window sills from dust and dirt

Utilities

- ◆ Call Duke Energy two weeks in advance to set up a time to meet them for your final meter reading, this is your responsibility, they will need access to the building and you will need to take utilities out of your name **effective the date keys are turned in.**
- ◆ Cable equipment must be returned to the cable company since they do not pick up equipment and they will charge you for this.

Fixtures

- ◆ All light fixtures should have working light bulbs in them.
- ◆ Ceiling fans should have clean paddles and working light bulbs.
- ◆ Smoke alarm batteries should be fresh.
- ◆ Blinds are to be clean and working.

Security Deposit Refund

The apartment will be inspected after you have cleaned it and all belongings have been removed. If you would like to schedule a walk through with us, it must be arranged **a week in advance** for Monday-Friday 9:30-4:00, on or before the last day of your lease and we will try to accommodate your request. **Your deposit will be refunded within 30 days less any damages.** Please be sure to leave a forwarding address with us and notify the Post Office of your new address so your mail can be forwarded. All keys must be returned at the time of move out, **including** mail key.

We sincerely enjoyed your stay with Grandin Properties/Covington Properties, LLC and hope you feel the same. We wish you the best of luck with your new residence and your future endeavors.