

## Resident Move-Out Instructions

### 400 N LASALLE APARTMENT 3008

Your rental property was professionally cleaned and all appliances, light fixtures and mini blinds were in working order for your move-in. Your goal is to leave the property in the same condition as your move-in, less normal wear and tear. The following information is provided as a guide to assist you in returning the property to its move-in condition.

#### 1. GENERAL:

- \_\_\_\_\_ Clean walls, doors, and baseboards. Remove hand marks, smudges, and dirt; remove cobwebs, crayon marks, scuff marks, grease, food particles and other substances from walls and doors. Replace missing or broken doorstops.
- \_\_\_\_\_ Remove dust and cobwebs from ceilings and all air vents.
- \_\_\_\_\_ Clean all light fixtures, top and bottom, and exposed bulbs.
- \_\_\_\_\_ Clean all electrical outlets, switch plates covers, thermostat covers. Remove any child safety outlet plugs.
- \_\_\_\_\_ Remove nails used for picture hanging. Do not attempt to patch any nail holes. If you choose to spackle, touch up paint or putty the walls, please be advised that it could result in a charge due to the colors not matching or blending with walls. A reasonable number of small nail holes are acceptable.
- \_\_\_\_\_ Clean all windows, windowsills, and tracks from the inside. Clean all doors including the patio door, and clean window blinds.
- \_\_\_\_\_ Make needed repairs to screens and screen doors.
- \_\_\_\_\_ Completely clean out closets.
- \_\_\_\_\_ Replace burned out light bulbs with correct size and wattage.
- \_\_\_\_\_ Professionally clean carpets of dirt and stains.
- \_\_\_\_\_ Clean all other floor surfaces of dirt, stains and marks.
- \_\_\_\_\_ Remove all trash from the home.

#### 2. BATHROOM

- \_\_\_\_\_ Clean vanity top and basin, remove lime deposits, mildew and soap scum.
- \_\_\_\_\_ Clean mirror and medicine cabinet.
- \_\_\_\_\_ Clean bathtub, shower and surrounding area. Remove any soap scum, dirt and lime stains and mildew.
- \_\_\_\_\_ Remove stains, mildew and lime deposits from inside toilet bowl. Wash down outside of toilet bowls, tanks and toilet seat lids.
- \_\_\_\_\_ Clean towel bars and toilet paper holders of any dirt, dust or hair spray build-up.
- \_\_\_\_\_ Clean all fixtures of soap scum, mildew and lime deposits.
- \_\_\_\_\_ Clean all sink/tub stoppers and strainers.
- \_\_\_\_\_ Wipe down cabinets inside and out.

3. KITCHEN:

- \_\_\_\_\_ Clean counter tops, sinks, fixtures, faucets and floor, including backsplash and edges.
  - \_\_\_\_\_ Clean cabinets and drawers inside and out. Remove any child safety cabinet and drawer latches.
  - \_\_\_\_\_ Clean inside and outside of dishwasher, including trim and remove any lime build-up.
  - \_\_\_\_\_ Clean stove top and oven (top, sides and front), including – broiler pan, elements, stove knobs, and hinges.
  - \_\_\_\_\_ Refrigerator should be completely emptied, cleaned inside, outside and top. Be sure to move refrigerator and clean the floor underneath and replace refrigerator in its spot. Do not unplug refrigerator, it should be left “on” at the lowest setting. Empty ice cube container and set icemaker to off position. If you move refrigerator, take extra care that the water supply line to the icemaker is shut off and is not dripping. Serious damage could occur to flooring.
4. Be sure all windows and doors are locked at the time of move-out.