



1550 S. Gilbert Street Iowa City IA 52240 319-887-2187

To: Current Residents with leases ending

RE: Moving out

Please find enclosed a move out packet which tells you what we expect to have done upon move out. It is important that you complete the list. If you plan on being out of your apartment before the end of your lease, please contact our office to let us know when you will be out. If you are moving out at the end of the lease, you will need to be out of your apartment by the time specified on your lease.

According to your lease, your carpets need to be **professionally** cleaned. We recommend contacting one of the following companies.

Actually Clean	688-9626
Randy's Carpets	354-4344
Premier Carpet Cleaning	631-2519

*While there are a number of other quality carpet cleaning companies to choose from, each year at this time a number of "new" ones pop up that do a less than satisfactory job. In the event the check-out person deems your carpets are not clean or in need of additional cleaning, even though you show proof of cleaning, we will hire a service and any cost will be charged against your damage deposit. It is best to book your cleaning early and use a reputable company to insure that this does not happen to you. If you have questions regarding carpet cleaning, please contact the office.

Please leave your keys, a copy of the bill from a professional carpet cleaner, and this move-out packet with your forwarding address in your apartment.

There will be a \$25.00 fee charged for each inspection required after lease expiration as a result of Tenant's failure to vacate premises by deadline.

YOU NEED TO HAVE THE UTILITIES ON AND IN YOUR NAME THROUGHOUT THE DATE OF CHECK OUT.

PREPARATION FOR MOVE-OUT

Once you have decided to move, one of the first things that may come to mind is the return of your security deposit and how can you make sure all of it is refunded? Tenants often ask what is expected in terms of how the rental unit should be left. We have provided the following guide to illustrate what we look for and what must be done for the re-rental of your dwelling.

If you do not accomplish these items, someone must be hired to do them, and you will be charged accordingly. We will compare your check-in report with our checkout report in order to return your security deposit. You will receive an itemization of any deductions withheld from your security deposit.

LIVING ROOM, DINING ROOM, BEDROOMS, ENTRY, HALLWAYS, STAIRS, PORCHES

Start right away in any of the above rooms, leaving the kitchen and bathroom as last. The following needs to be done:

1. Clean ceilings, walls, drapes, blinds, etc of cobwebs.
2. Wash all handprints from the walls.
3. Wipe down woodwork, doorframes, and baseboards. If woodwork is not painted, you may want to wax it.
4. Clean light fixtures, switch plates, and outlet covers.
5. Wipe off all a/c & heating units. Clean all vents.
6. Check for broken windows, screens, doorknobs, window locks, dripping faucets, etc. Make a list of items broken or in need of repair. Give a copy to our office. **Make no repairs without Landlord's approval.**
7. Clean the windows, frames, sills and tracks.
8. If you have made any small holes or breaks in the plaster, purchase patching compound and read the instructions on its use. Repairs must be done in a workmanlike manner or it will be re-done at a charge to you.
9. Sweep and mop vinyl. Vacuum and have all carpets **professionally** cleaned throughout the unit. A Rug Doctor or other rental units are not permitted. The following is a list of 3 companies we have approved and suggest using:

Actually Clean 688-9626
Randy's Carpets: 354-4344
Premier Cleaning: 631-2519

You should arrange for carpet cleaning as early as possible to make sure carpet cleaning companies can get you on their schedule. Failure to make this arrangement will result in a \$50.00 scheduling fee if our office has to schedule this for you as well as a penalty from the carpet cleaner. A copy of the paid receipt left on the kitchen counter is required as proof that this has been done.

BASEMENT AND/OR ATTIC

If you have a basement or attic, clean each out early.

1. Sweep down the cobwebs from walls and ceilings.
2. Clean out all trash; put it in bags and arrange for garbage pickup.
3. Sweep the floors and vacuum if necessary.
4. Do not leave anything behind for us to haul away because you will be charged for doing so.
5. If you have any furniture or other large items to get rid of, call Goodwill or arrange pickup by the City Sanitation Department. We will charge you if you leave items for us to haul.

GARAGE / PARKING - AREAS

1. Remove all trash and personal belongings from the building including above the rafters.
2. Sweep up the floor.
3. Use degreaser to clean up oil stains.

BATHROOM

1. Wash woodwork and walls. Clean wall tile with mild cleaning solution.
2. Scrub sink, tub/shower, tub enclosure, shower doors, track and faucets. Clean up the lime build-up on faucets. Tub and shower doors must be free of dirt and soap scum build-up, shower door tracks should have lime and dirt cleaned off, and glass doors should be clear without a dull, cloudy film.
3. Scour the toilet bowl and remember to clean the outside of the stool.
4. Scrub and mop the floor paying special attention to the area behind and under the tub and around the stool.
5. Clean all light fixtures, switch plates, and outlet covers.
6. Clean counter top, sink, and cabinet under sink.
7. Clean medicine cabinet and mirrors (they should be free of streaks) All soap dishes, handles, racks, and spouts should be free of dirt and stains.

KITCHEN

Much of your cleaning should be done with a grease cutter such as 409, Fantastik or Spic 'n Span plus ammonia.

1. Wash the ceilings, walls, woodwork, window frames, ledges, sills, doors, baseboards, and cupboards thoroughly until ALL grease is gone.
2. Wash the window glass with cleaner containing ammonia. You may have to wash them twice to get off the cooking grease & smoke.
3. Clean your cupboards one at a time. Throw out anything you don't want. This makes packing easier. Wipe inside and out and on top. Remove all lining. Clean drawers the same way.
4. Clean all light fixtures, switch plates, and outlet covers.
5. Clean counter tops, sink, cabinet under sink and dishwasher.
6. After the stove and refrigerator are cleaned, scrub & wax the floor using proper cleaners & wax. Make sure to wipe the baseboards as well.
7. Remove all cleaning solution residue, especially in the oven.

The refrigerator & stove should be cleaned during the last couple of days before moving.

REFRIGERATOR CLEANING

1. Pull it out carefully so as not to damage the floor covering and vacuum or sweep up the dirt and dust balls underneath and behind. Don't forget to vacuum the coils. Scrub the sides and top of the refrigerator.
2. Empty refrigerator and freezer for defrosting. Put the frozen items in a cooler or cardboard box with ice or blue ice.
3. Remove the shelves/racks and meat and crisper drawers to be washed.
4. If there is ice build-up in the freezer, place a bowl or pan of very hot water in the freezer to help melt the ice. Do not use a hot metal pan on a plastic surface. DO NOT try to break up the ice with any implement such as a knife or ice pick as the refrigerator could be damaged permanently.
5. Wash the inside and outside of the refrigerator and move it back in place.
6. Check that the refrigerator isn't unplugged and turn on the controls for both the refrigerator and freezer.
7. Make sure to leave your refrigerator turned on and running. If you turn off your utilities or you turn off the refrigerator and leave it closed, this will ruin the refrigerator and you may be liable for a new refrigerator.

STOVE / OVEN

1. Pull it out carefully. If it's a gas stove you don't want to break the gas line. Sweep up the dirt; scrub under and behind it.
2. Scrub the sides and back and push it back in place.
3. Clean the burners, drip pans, under the burners and inside the stovetop under the burners. Make sure to clean the broiler pan and storage space as well. If the drip pans are extremely dirty, place them with the oven racks in the oven and spray them with oven cleaner when you clean the oven. (If the drip pans are not coming clean you may have to replace them with new ones.)
4. Remember to clean the hood vent and filter above the stove. Underneath and exterior especially, this collects grease.

FINAL CLEANING

After you have completely moved out, now is the best time for final vacuuming, carpet shampooing, and cleaning bath and kitchen floors. NOW - Try hard not to dirty up everything you've worked hard to clean. You will find moving day a lot easier.

This is a general list; please use it as a guide where applicable to your unit. We cannot predict what costs will be if we have to hire any work to be done as this is paid out on an hourly basis.

When all of your cleaning is done, LEAVE YOUR KEYS in the apartment! Failure to do so may result in your being charged for re-keying the apartment.

Remember to replace all burnt out light bulbs as you will be charged for these as well.