



1550 S. Gilbert Street Iowa City, Iowa 52240 (319) 887-2187

**Your lease will end at 8:00 a.m. on \_\_\_\_\_.** We would like to provide you with some important information concerning your lease termination and move-out. Some of this information may seem redundant as it is stated in your lease or it may seem obvious to you. However, our intent is to answer the questions that are most commonly asked this time of year. Also, this information will be helpful for you to assist us in expediting the return of your security deposit report/refund. Please see the enclosed information and note the following:

1. You must have completely vacated the unit **no later than 8:00 a.m. on \_\_\_\_\_.**
2. Any keys to the unit and/or mailbox and/or garage door opener **must be left in the unit!** You must have ALL keys issued to your unit at this time (entry keys, door keys, & mail keys). If not, you will be charged for lock changes. If your move out is completed prior to the lease end date, please bring all keys to our office. Garage door openers should remain in the unit on the counter. You will not be able to get into your mailbox after 8:00 a.m. on \_\_\_\_\_.
3. You **must** provide us with your forwarding address, *in writing*, in order to receive the deposit. Please leave the last page of this packet in your unit.
4. Your security deposit refund and/or report will be mailed to you **within 30 days from the last day of your lease or receipt in writing of your forwarding address, whichever is later.**
5. We will inspect your unit only after you have completely vacated. If upon arrival, you have not completed all required work or vacated completely, we will come back. We will try to return within 1 hour. This will serve as your final inspection.
6. Your security deposit **may not** be used for your last month's rent.
7. CARPET CLEANING: Please be advised that while you are not required to have your carpet professional cleaned, we still expect that the carpets will be left in the condition you received them less "reasonable wear and tear". This means that we would expect that the carpets are clean, thoroughly vacuumed and free of any stains or damage you may have caused during your tenancy. If you require professional cleaning to accomplish this, we recommend Actually Clean (319)688-9626. Please understand that soil, stains or damage to the carpet beyond "reasonable wear and tear" will be your responsibility.
8. Remember to replace all burnt out light bulbs and make sure that your smoke alarms have a working battery in them.
9. **Please do not call the office to inquire as to when you will receive your deposit. We process all deposits as quickly as possible.**

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

## Check Out Information

The person inspecting your apartment does not have the authority to refund any deposits. The balance of your deposit will be mailed to you within 30 days as provided by state law. You will expedite this procedure by returning all keys and reporting forwarding addresses when checking out.

When you notify the utility company, please tell them the **final day of your lease term**. **DO NOT HAVE THEM DISCONNECTED!!** All final bills must be paid IMMEDIATELY! **We have found that if you pay these final bills immediately and provide us with a receipt that shows that the utilities were on until the last day of your lease and the balance has been paid; this will expedite the process as well.** Any past due balances are still your responsibility and will be deducted from your security deposit if not paid. You should also fill out a Postal Service change of address form, which can be found at the post office or [www.usps.com](http://www.usps.com).

Grass and sidewalks are fragile! Therefore, we must insist that no one drive on either while in the process of moving.

Remove EVERYTHING from the unit, garages, storage areas, deck/patio/porch areas & yards. Leave nothing behind.

## Cleaning Guidelines:

### **Refrigerator:**

Remove, wash, and wipe clean all shelves and drawers. Clean underneath food bins & drain area. Remove and clean the drip pan underneath the refrigerator. Spray inside with cleaner and wipe dry with a cloth or paper towels. Replace shelves and drawers. Clean all sides. Unplug and leave doors open.

### **Stove:**

Clean oven and drip pans with Easy Off. Spray both sides of oven racks. Remove stovetop rings and pans, scrub with SOS pads and warm water, let dry and replace. Wipe off oven with warm water and a rag. Oven racks should be spotless on both sides. Clean stove knobs and around the knobs. Lift up top of stove and clean under the burners. Clean the sides if they can be reached. **Be sure not to get Easy-Off on the control knob area, as it will damage the enamel.** Remove the bottom drawer and clean underneath the stove. Check the oven a few hours after you are finished cleaning to ensure there is not a film remaining from the oven cleaner. Wipe down with Lysol or Fantastic.

### **Microwave:**

Clean inside and outside using 409 Kitchen Cleaner.

### **Range Hood or Vent Fan:**

Clean hood with Lysol and warm water. Remove and clean the vent screen. Dry both with a cloth or paper towel and replace the vent screen.

### **Cabinets and drawers:**

Remove any shelf liner or contact paper. Clean out cabinets and drawers thoroughly both inside and out, wiping the front, top, bottom and sides.

### **Hall/Bedroom Closets:**

Clean all closets thoroughly. Use Lysol and hot water to clean all shelves and rods. Remove any shelf liner or contact paper. Vacuum the floors.

### **Curtain Rods:**

Clean all curtain rods, including the tops, with Lysol and a rag.

### **Blinds:**

Take blinds off the holder and clean in a bathtub with warm soapy water, be sure to hang dry!!! You may use a hand duster if the blinds are not really dirty.

### **Air Registers:**

Remove, then brush away any loose dirt and clean with Fantastic.

### **Furnace/Water Heater Room:**

Clean floor thoroughly.

***Light Fixtures:***

Clean glass with Windex, inside and out. Replace burnt out bulbs, including those in refrigerator and range hood. (60 watt bulbs in bedrooms and kitchen ceilings, 40 watts in hall and above kitchen sink, and appliance bulbs for the refrigerator and range hood.)

***Doors:***

Wipe off doors including tops of trim. Clean the dust from the slats in the furnace room door.

***Windows:***

Clean both sides of the glass. Clean window sills, tracks and frames as well. This applies to sliding glass doors as well.

***Wall, Woodwork & Switch Plates:***

Wash with a mild cleaning solution paying special attention to switches and outlets. Wipe off baseboards, doors, and trim.

***Kitchen Sink:***

Wash and wipe dry with Fantastic. Use Soft Scrub on stubborn stains. Sink should be shiny when clean. Take off faucet knobs and remove lime deposit with Lime-Away and a small brush. Replace knobs.

***Dishwasher:***

Be sure to open and clean the ledge inside, and also clean the inside and outside of the door. We suggest you use 409 Kitchen Cleaner.

***Floors (including Balcony):***

Sweep, wash with Lysol or floor cleaner and water. Make sure to clean under appliances, behind toilets and in corners. Vacuum all carpeted rooms, hallways, and closets in preparation for the carpet cleaning company. Sweep balcony floor, if applicable.

***Medicine Cabinet:***

Remove mirrors from the tracks, you will be able to reach inside the cabinets better. Clean all shelves with Windex or Lysol. Spray inside and wipe dry. Clean mirrors with Windex.

***Toilets:***

Spray Vanish around the interior of the bowl and scrub with a Toilet Brush. Use Fantastic on all exterior surfaces of toilet wiping it clean with paper towels. Clean the seats, the lids, the base, and the floor area around the base. **Do not use Vanish anywhere other than inside the toilet bowl.**

***Bathroom sinks, tub, and shower:***

Use Lime-Away or The Works and a scrub pad to clean sink both inside and out. Use Lime-A-Way and a brush on faucets. Clean shower curtain rod. Use The Works bathroom spray on tub and shower, let set, and wipe down with Lysol or Fantastic. Dry so as not to leave a film. When done, run finger along side of shower to see if any soap residue appears. If so, repeat process as necessary.

***Garage (if applicable):***

Clean out and sweep garage. Put all trash in dumpster.

***Comments:***

It is the policy of River City Property Management to give the residents every opportunity to have nothing deducted from their deposit for cleaning charges. That is why we provide you with such detailed instructions. Those who follow these directions diligently and clean to our standards will have nothing deducted for cleaning charges.

There may be charges for other things such as damages directly caused by the residents, late fees, past due rent, items that have not been paid, etc.

**Please leave the last page of this packet with your keys. We will not be taking any forwarding addresses over the phone so please make sure that you have the last page filled out properly.**

It is our desire to return your entire deposit. If we work together, this can happen. Our best wishes to you and we appreciate your efforts.



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## **MOVE-OUT SHEET**

Tenant  
Names:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property  
Address:

\_\_\_\_\_

Move-Out Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Did you leave your keys on the kitchen counter?      Yes              No

Did you leave your garage opener on the counter?      Yes              No

Did you have the carpet cleaned in your unit?              Yes              No

Are the utilities still on in your unit?                      Yes              No

Damage deposit check payable to: \_\_\_\_\_

What is your forwarding address for return of your security deposit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Phone Number: \_\_\_\_\_

Additional Information you think we should  
know: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_