



RESIDENT MOVE-OUT CHECKLIST

- Schedule and attend the Pre Move-out Consultation within two weeks of submitting the Notice to Vacate. ➤ Ensure you have provided your Forwarding Address.
- Schedule an “Initial Move-out Inspection” of your apartment home within 15 days prior to your move-out.
- This can be done in conjunction with your Pre Move-out Consultation.

Benefit to you: You are encouraged to be present for the initial move-out inspection. This inspection is intended to allow you the opportunity to correct deficiencies identified during the inspection to avoid deductions from your security deposit.

- Review initial move-out inspection report.
- You will receive a detailed and itemized move out inspection report. Contact your Service Manager if you have any questions.

Benefit to you: During the inspection the Service Manager will identify any items that require repair that may be a deduction from your security deposit. Please note that there could be additional deductions taken from your security deposit such as damage to your apartment that was not visible during the inspection and was blocked by the presence of furniture or possessions, failure to return keys or garage door openers, or damage that may have occurred after the inspection. A complete list of repair costs will be provided with your final account statement.

- Pay final utility bill 7-10 days prior to move out. Contact utility companies to notify them you are moving.
- Make final rent payment.
 - If you have reoccurring online rent payments, ensure final amount is authorized and end date is selected to prevent additional drafts after move-out.
 - Make final rent payment on the 1st of the month using the amount provided at your pre move- out consultation.
- Ensure you schedule your key return on move-out day.
- Attend scheduled move-out and key return appointment.
 - Return all apartment keys, amenity fobs, garage door openers, mail keys, parking stickers, permits and gate remotes.
 - Sign key receipt return.

Cleaning Specifications

This “Cleaning Specifications” Exhibit is incorporated into and made a part of the Lease. The cleaning, painting and carpet cleaning fees charged under ordinary circumstances as of the date indicated are shown in the “Fee Schedule. As noted in the Move-Out Guidelines, if the vendor/contractors providing the services at the time of your move-out charge a higher amount to perform the work, you will be charged the actual fees billed by the contractors (which may be higher than the fees shown in the Fee Schedule) for any cleaning and repair work performed on your unit.

If you prefer to clean your apartment home yourself, you will need to clean it fully to the specifications identified in the “Cleaning Checklist” in Section 1 below. **Your apartment/home should be returned as clean as the day you moved**



in. Although most of our residents maintain their apartment homes well, our standards of cleanliness are high, and professional cleaning services cover special details that residents sometimes overlook. The Cleaning Checklist is provided for your convenient reference in case you elect to clean on your own.

1. CLEANING SPECIFICATIONS CHECKLIST

If you prefer to clean your apartment home yourself, you will need to clean it fully to the following specifications. **Your apartment home should be returned as clean as the day you moved in.** Although most of our residents maintain their apartment homes well, our standards of cleanliness are high, and professional cleaning services cover special details that residents sometimes overlook. The following cleaning checklist is provided for your convenient reference in case you elect to clean on your own.

Cleaning Specifications

Bedrooms, Dining Room and Living Room: Clean all areas *thoroughly*:

The apartment (including the patio) is to be free of all personal belongings and trash. The doors and threshold areas must be clean and free of dirt.

Clean light fixtures (inside and out)

Wipe-out drawers and shelves

Clean window tracks and sills

Wash all windows and screens (inside & out)

Clean heater vents

Clean verticals & mini-blinds Clean smoke alarm

Clean closet rods & shelving

Remove all shelf paper

Clean doors and cabinets

Shine all chrome

Steam clean carpet & clean other floors Brush off cobwebs

Remove stains from carpet/flooring Clean baseboards & corners

Bathroom(s):

Clean shower and tub thoroughly so it is free of soap film and hair.

Toilets must have all rings and lime build-up removed and cleaned thoroughly around the base.

Wipe vanities inside and out.

Scrub shower surface and caulking Scrub & clean tub



Clean mirrors

Clean medicine cabinet and shelves

Clean all light fixtures & fan Scour sinks

Wash floor, baseboards & corners Clean toilet

Kitchen:

Remove any shelf paper and wipe down cabinets.

Clean oven, oven racks, broiler pan, drip pans, burner rings and area under the stove top.

Clean the interior and exterior hood and vents and surrounding area so they are free of grease.

Clean hood fan

Clean under drip pan

Clean and wipe all cabinets and counters

Shine all chrome

Clean cupboards and pantry

Clean oven inside and out

Clean dishwasher inside & out; run white vinegar (fill soap dish) through a cycle

Scrub stove, drip pans, burners, rings

Clean under stove-remove drawer Wash floor, baseboards & corners

Clean light fixtures

Clean microwave inside and out

Clean refrigerator inside and out |

There is no discount for an attempt to clean or for partial cleaning. To avoid a cleaning charge being deducted from the Security Deposit, your self-cleaning will be required to meet all of the above specifications. Fee Schedule

This "Fee Schedule" Exhibit is incorporated into and made a part of the Lease. The cleaning, painting and carpet cleaning fees charged under ordinary circumstances as of the date indicated are shown in the "Fee Schedule". As noted in the Move-Out Guidelines, if the vendor/contractors providing the services at the time of your move-out charge a higher amount to perform the work, you will be charged the actual fees billed by the contractors (which may be higher than the fees shown in the Fee Schedule) for any cleaning and repair work performed on your unit.

1. FEE SCHEDULE



The approximated fees payable under ordinary circumstances* are as follows: .

Repair of Damage: Any costs to repair damaged walls or other portions of your unit will be charged at the price charged by Landlord’s contractor. | |

Painting Fees:	Full Paint (1 coat, flat)	Full Paint (1 coat flat/gloss)	Full Paint (2 coat flat/gloss)
One bedroom	\$425	\$425	\$600
Two bedroom	\$500	\$725	\$900
Three bedroom	\$550	\$750	\$1000

Painting Fees:	Ceilings	Touch-up
One bedroom	\$125	\$225
Two bedroom	\$200	\$350
Three bedroom	\$200	\$450

Note: Ceiling paint is an additional charge and will not be prorated. Smoking indoors is often the reason ceilings need to be painted. If you change the color of your walls and/or ceilings, you will be charged for repainting to the original color.

The approximated fees payable under ordinary circumstances* are as follows:

Cleaning Fees: If you elect to have our vendors clean your unit upon move-out, you will be responsible only for removing your belongings, trash and debris when you vacate.

Cleaning Fees:	Touch up	Full Clean	Carpet Cleaning
One bedroom	\$125	\$225	\$75
Two bedroom	\$200	\$350	\$85
Three bedroom	\$250	\$450	\$95

Notes: You will be charged for heavy soil, stain removal from carpet, carpet dye and carpet replacement. If you choose to clean your own carpet, it must meet our standards. If you use an alternative carpet cleaning service, you must supply the Business Office with a copy of the invoice dated within five days of your move-out date. Additional fees will be charged for trash removal from your unit. You will also be charged for missing or damaged items (such as drip pans and light bulbs). You will also be charged for removal of shelf paper that you fail to remove prior to move-out.

**As noted in the Move-Out Guidelines, however, if our contractors charge more than the amounts shown above for*



“ordinary circumstances” cleaning, painting or carpet cleaning, you will be charged the actual amounts billed by our contractors.