

# Mahoney Davison Co. Property Management

## Move-Out Instructions

We sincerely appreciate your residency. Following are some instructions that will help your pending move go more smoothly. Please feel free to give our office a call if you have any questions or if you would like Mahoney Davison Co. to do a preliminary walk thru with you prior to move-out.

### **CARPET**

Per the terms of your lease, it is your responsibility to have the carpet **professionally cleaned** upon vacating. If you have pets, flea bombs should be set off after carpets are professionally cleaned. This should be done after all items have been removed. A copy of the receipt should be submitted when you turn in your keys. Failure to do the above may result in charges being deducted from your security deposit.

### **CLEANING**

Please leave your unit as clean as possible in order to avoid any unnecessary charges. Cleaning requirements are listed below, as applicable. Any items not completed will be charged against your security deposit.

#### Kitchen

1. Clean refrigerator exterior, shelves, crisper and freezer. Keep plugged in.
2. Clean all cupboards (including door fronts), counters, tile, sink, faucet, floor, walls, etc.
3. Clean windows and tracks inside and out, and screens.
4. Remove all items from dishwasher, clean front and inside rim.
5. Clean hood, stove top, knobs, burners, drip pans, door front and oven (Do **not** use oven cleaner on self-cleaning ovens.)

#### Bathrooms

1. Clean toilet bowl and tank.
2. Clean chrome fixtures, fan, walls & mirrors.
3. Wipe inside of medicine cabinet.
4. Clean floor, tile & baseboards.
5. Clean tub/shower and grout (Note: mold & mildew is **not** normal wear & tear).

#### Throughout

1. Sweep & mop floors.
2. Clean baseboards.
3. Clean all mirrors, windows in and out, window-sills, & sliding door tracks. Dust or vacuum screens.
4. Wipe down walls, doors & door frames, removing fingerprints, scuffs & marks
5. Remove nails & picture hangers from walls. Do **not** patch or paint.
6. Wipe down blinds thoroughly.
7. Vacuum, dust, closets & shelves, remove hangers.
8. Clean fireplace.

#### Exterior

1. Weed & mow within one week prior to moving.
2. Sweep front & back porch, clean cobwebs from corners, light fixtures, overhangs, etc.
3. Sweep out garage. Remove all items from shelves & storage.
4. Remove all boxes and debris from premises.
5. Remove any satellite dish you have installed and patch holes.

### **OTHER**

1. Returning Keys: You must return keys on or before the date stated in your notice to vacate in order to avoid scheduling conflicts &/or additional rent charges. For your convenience, after business hours you may place them in our night drop in an envelope marked with your name and address. **Do not leave them in the unit. Once keys have been returned, tenant will not have access to re-clean or complete unfinished move-out requirements.**
2. Initial Inspection: **Complete & return the form within 3 days of receipt** if you would like an Initial Inspection. A member of our staff will be available to do an Initial Inspection within the last 2 weeks of tenancy. Final Inspections are performed by a property manager after the keys have been returned and the unit is completely vacant.
3. Recurring Rent Payment: **Cancel recurring rent payments** through your bank or online portal.
4. Utilities: **These must remain in your name until your move-out date.** Contact utilities to shut off service no earlier than the date on your 30-day notice. In many cases, we will already have it set up to revert to MDC.
5. Forwarding Address: Be sure and provide us with your forwarding address so we may send your statement and deposit refund.

***Thanks again for your cooperation, and best wishes on your new home!***