

Move-Out Procedures

This form is to assist you in moving out of your home by providing a checklist of items that need to be taken care of to complete your obligations according to your lease and to answer the most common questions asked when moving.

1. **NOTICE FORM** – Complete and return to our office the **NOTICE TO VACATE** form to fulfill proper notice per paragraph 2 section E of the **LEASE AGREEMENT**.
2. **UTILITIES** – Contact CWLP to schedule a final reading of your electric and water. Please remember you are responsible for the utilities in your apartment through the end of your lease unless you have written approval from our office for other arrangements. Changing the utilities prior to the end of your lease may result in additional charges to your account.
3. **KEYS** – Mark your keys with your name and apartment number and deliver them to the office after you have completed your cleaning. Drop the keys through our rent drop box slot if it is after hours. Please call the office and let us know you have completed moving and cleaning. PLEASE NOTE: You could be charged additional rent for your home if all keys are not returned to the office.
4. **CLEANING** – Before you moved in, your home was inspected and cleaned to meet the strict standards of cleanliness we provide for all the locations we lease. Your home is expected to be returned to us meeting the same standards as when you moved in, without any additional cleaning required by the manager. Past experience indicates you should allow a full day for cleaning after personal belongings have been removed to thoroughly clean.

STOVE – Clean completely – free of grease splatters or baked on material. This is likely the most difficult cleaning item in your home and an item commonly left only partially cleaned. Complete cleaning includes: stove burners, burner grates, drip area under the burners, oven, oven racks, oven drip pans, broiler pan, accessible exterior surface-top, sides, front & vent hood. Cleaning Suggestion: Spray the inside of the oven with an oven cleaner and let sit overnight. Be careful not to spray the painted surface or any plastic parts (i.e. oven knobs, splash panel, or clock area)

REFRIGERATOR – Defrost and clean inside and out thoroughly. DO NOT TURN REFRIGERATOR OFF.

KITCHEN – Clean inside drawers and cabinets, cabinet fronts especially around handles. Clean sink and faucet, countertop, dishwasher front panel and dial area, floor – especially the edges and work areas. Clean back splash areas and tile where grease or liquid splatters collect.

BATHROOM – Clean and polish tub and tile of all soap and scum – a common overlooked item. Clean toilet, tub, sink, faucets, vanity – door fronts and inside, medicine cabinet, towel bars, floors – especially corner and edges around tub and toilet.

WINDOWS – Clean inside glass & mini-blinds

CARPET – Carpet must be professionally shampooed and a receipt must be provided to the office. You may not rent a cleaner or steamer, as these do not do a quality job. If you do not want to shampoo it we can do it for you out of your deposit. Ask the office for rates.

MISCELLANEOUS – Clean and dust window sills, base trim, light fixtures (including fan blades), bath and furnace fan louvers, light switches, washer & dryer (including soap tray), clean vinyl in washer/dryer closet.

DO NOT PLACE FURNITURE IN OR AROUND OUR TRASH DUMPSTERS. ANY ITEMS LEFT BEHIND WILL BE BILLED TO YOU FOR REMOVAL

Thank you for choosing Apartment Mart of Springfield for your housing needs!