



PHONE: FAX:

OFFICE USE ONLY	
FORM #:	116
HOUSEHOLD ID:	XXXXXXXXXXXX
TICKLER #:	XXXXXXXXXXXX
EFFECTIVE DATE:	XXXXXXXXXXXX

## TENANT RESPONSIBILITIES FOR MOVE-OUT

### Tenant Checklist of Things to Do

#### I. Give Proper Notice

- A. Your Dwelling Lease requires that you give your Management Office at least 15 days notice in writing of the termination of the lease.
- B. Contact your Management Office and sign a NOTICE of INTENTION TO VACATE.

#### II. Clean your Apartment and Grounds

##### A. GENERAL CLEANING REQUIRED

- \* Walls and ceiling must be washed and all marks removed
- \* Wash windows inside and out and clean all blinds
- \* Clean light fixtures, window sills, shelves, closet and window tracks
- \* Sweep and scrub all tile and wood floors
- \* Clean closets, including floors and walls
- \* All furniture, boxes, trash, etc. must be removed from inside of unit and placed in unit's garbage can area
- \* If applicable to unit, carpet must be vacuumed (Any carpeting or drapes installed by tenant must be removed by tenant in order to avoid additional charges for removal)
- \* Remove stickers from all surfaces (i.e. windows, walls, cabinets, refrigerator, etc..)

##### B. KITCHEN

- \* Clean refrigerator (outside and inside) and clean underneath your refrigerator
- \* Leave refrigerator set on "5"
- \* Thoroughly clean range, oven, top, sides, broiler pan, and racks
- \* Clean range hood and exhaust fan
- \* Remove Shelf paper from kitchen cabinets and clean shelves and drawers thoroughly
- \* Clean outside of kitchen cabinets and countertops

##### C. BATHROOM

- \* Thoroughly clean sink, shower, tub surround and remove all mildew
- \* Clean medicine cabinet, including shelves and mirrors (outside and inside)
- \* Remove shelf paper from bathroom cabinets and clean shelves and drawers thoroughly
- \* Clean toilet inside and out
- \* Clean bathroom floor

##### D. EXTERIOR OF UNIT

- \* Remove all debris and trash from porch, patio, and storage unit
- \* Sweep porch, patio, and all cement areas
- \* Clean-up and remove any garbage, paper, toys, etc. from around unit
- \* If applicable to your unit, lawn must be mowed, raked, and weeded

#### III. Schedule Vacate Inspection, Return Keys, Avoid Additional Charges

- A. If you want to be present for your vacate inspection, please indicate so on your Vacate Notice. You must return all keys at your inspection. Inspections can be held between 8 a.m. and 3 p.m. Monday through Friday.
- B. If you do not wish to be present for your vacate inspection, you must turn the keys into your Area Management Office. DO NOT LEAVE THE KEYS IN THE UNIT. You will continue to be charged rent until the keys are returned to the Management Office.

#### IV. Damage Deposit Refund Policy

Your damage deposit will be returned after Maintenance has inspected and inventoried the contents of your unit. Charges for cleaning, damages, and/or rent will be subtracted from your deposit. Any amounts owing over and above your damage deposit will be billed to you. Your deposit and/or billing statement will be mailed to you in approximately **twenty-one** days.

#### V. Additional Reminders

- \* Lock all doors and secure all windows
- \* Notify Post Office, Management Office, phone company of your forwarding address
- \* HOUSING AUTHORITY WILL NOTIFY POWER COMPANY