



MOVE-OUT CHECKLIST

Date: July 24, 2011

To: **Tenant One, Tenant Two, Tenant Three** Apartment #: **Apartment #**

From: Chris Thomas, Property Manager CEDAR VILLAS, LLP

The following are tips to make your move-out as smooth as possible, and to receive the maximum amount of your security deposit back.

- 1) You have given the Manager 30-days Notice in writing to vacate the unit. Your security deposit cannot be used for rent. You must pay \$ _____._____ for the _____ remaining days for your 30 day notice. This amount is due on the 4th of _____ at 5:00 pm. Please note that you may be responsible for the early lease cancelation fee. Contact the manager for details.
- 2) You must be completely out of your unit on the _____.
- 3) Contact the manager on how you want to go about Carpet Cleaning, 2 weeks prior to moving out. 721-5188
 - a. We hire a professional and take the cost out of your security deposit.
 - b. We use Fred's Carpet Calvary and charge you \$ 100.00.
 - c. Or You hire a professional and pay for it yourself.
- 4) Contact the Manager and schedule a check-out date and time. At least two weeks in advance. 721-5188.
- 5) Vacate the Unit.
 - a. Take **all** of your belonging to their new home. (Look in drawers, cabinets, closets, etc.)
 - b. Please remove all nails, tacks, sticky tape, screws. All hardware should be removed from walls.
 - c. DO NOT PATCH &/or FILL ANY HOLES. Please discuss with the manager.
- 6) Cleaning the Apartment. A checklist has been provided on the back of this sheet. Please follow the list.

It is ***extremely important*** that you leave your unit clean on move out so we can have a quick and painless turnaround for all who are involved. If we have to do any cleaning in your unit you will be charged \$35.00 an hour.

If you have any questions about this please feel free to contact me at 721-5188.

Thank you,

Chris Thomas
Property Manager

Cedar Villas, LLP
CLEANING CHECKLIST

The following is a list of suggested cleaning it does not ensure that your entire deposit will be refunded. However, if you complete all the following and perform detailed cleaning it will significantly increase your chances of your entire security deposit being refunded.

Kitchen

- ❑ Wipe down the insides and outsides of cabinets and drawers.
- ❑ Wipe the top of the cabinets.
- ❑ Pull refrigerator away from wall; wash all sides and insides, mop underneath.
- ❑ Pull stove away from the wall; wash all sides and insides, mop underneath. If using 'self cleaning' please remove the racks. To clean the inside of stove use OVEN OFF.
- ❑ Pull out drawer under stove and clean it.
- ❑ Replace Stove grease catchers. Or I have them available & charge \$15.00 to replace them.
- ❑ Lift top of stove and clean underneath, if you have a flat top use surface cleaner.
- ❑ Clean control panel of stove. Knobs should pull off to clean behind them.
- ❑ Wipe down / scrub up underneath the range hood, clean bulb catcher.
- ❑ Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.
- ❑ Make sure that the correct light bulb is above the sink. It MUST be a flood lamp.
- ❑ Open dishwasher and clean all sides and control functions on the door.
- ❑ Wipe down the front door, and the coat closet both inside and out.
- ❑ Sweep the floor, Scrub the floor! Scrub some more...then Mop. (did you forget to scrub the corners)
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Scrub the sink with a scotch pad, wipe down counters.

Living Room

- ❑ Vacuum the floor. Including underneath and inside of the baseboard heaters.
- ❑ Clean windows and window tracks.
- ❑ Wipe down blinds. Each blind must be individually wiped clean. There should be NO dust on any one blind.
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.

Main Bathroom

- ❑ Wipe down the door, front and back including door knobs.
- ❑ Scrub toilet inside and outside & toilet seat top and bottom and around the base of the toilet.
- ❑ Scrub bathtub with a scotch pad, remove all hard water stains. Suggested Cleaner: Scrubbing Bubbles.
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Wash cabinets and wipe down insides of shelves and the top of cabinets.
- ❑ Wipe down the light fixture above the cabinets.
- ❑ Remove the cover to the light in the fan. Wash the white plastic cover in the dishwasher. Wipe down all dust on the fan intake.
- ❑ Sweep the floor, Scrub the floor! Scrub some more...then Mop. (did you forget to scrub the corners)

Utility Closet

- ❑ Wipe down top and sides of hot water heater.
- ❑ Scrub the floor. ***This will require that you wobble the washer and dryer out of its area and into the hallway. This will allow you to scrub the floor underneath as well as get any items that may have fallen behind them. Call management and they can assist.
- ❑ Take a rag and wipe the entire inside glass and black rubber on the washer.
- ❑ Clean out the soap dispenser on the washer.
- ❑ Scrub the fronts of washer and dryer, especially around the knobs.
- ❑ Clean out the lint trap and wipe out the dryer and the dryer door.
- ❑ Wipe down the fronts and backs of the utility doors.

Hallway

- ❑ Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.
- ❑ Sweep the floor, Scrub the floor! Scrub some more...then Mop. (did you forget to scrub the corners)
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.

Small Bedroom

- ❑ Vacuum the floor. Including underneath and inside of the baseboard heaters.
- ❑ Clean windows and window tracks.
- ❑ Wipe down blinds. Each blind must be individually wiped clean. There should be NO dust on any one blind.
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Wipe down the bedroom and closet door, front and back including door knobs.
- ❑ Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.

Large Bedroom

- ❑ Vacuum the floor. Including underneath and inside of the baseboard heaters.
- ❑ Clean windows and window tracks.
- ❑ Wipe down blinds. Each blind must be individually wiped clean. There should be NO dust on any one blind.
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Wipe down the bedroom and closet door, front and back including door knobs.
- ❑ Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.

Master Bathroom

- ❑ Wipe down the door, front and back including door knobs.
- ❑ Scrub toilet inside and outside & toilet seat top and bottom and around the base of the toilet.
- ❑ Scrub bathtub with a scotch pad, remove all hard water stains. Suggested Cleaner: Scrubbing Bubbles.
- ❑ Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- ❑ Wash cabinets and wipe down insides of shelves and the top of cabinets.
- ❑ Wipe down the light fixture above the cabinets.
- ❑ Remove the cover to the light in the fan. Wash the white plastic cover in the dishwasher. Wipe down all dust on the fan intake.
- ❑ Sweep the floor, Scrub the floor! Scrub some more...then Mop. (did you forget to scrub the corners)

Other

- ❑ Remove all nails and all hardware from walls. Do NOT patch and/or paint without prior discussions with the manager.
- ❑ Sweep Patio/deck. Sweep out storage closet, wash door both inside and outside
- ❑ Call management and tell them you are ready to be checked out.
- ❑ Leave MAILBOX & APARTMENT keys in first drawer closest to the front door.



NOTICE OF CLEANING REQUIRED FOR RETURN OF SECURITY DEPOSIT

Date: _____

To Tenant in Possession: **Tenant One, Tenant Two, Tenant Three**

Regarding Rental Premises at: 1520 N. Russell #Apartment # , Missoula, Montana 59808.

You are hereby notified that the following items of cleaning had not been completed by you at the time of our inspection and must be remedied by you at your expense to avoid deduction of the cost of said cleaning from your security deposit.

Cleaning:

PLEASE SEE CHECKLIST ON ADDITIONAL SHEET PROVIDED

Montana Law allows you TWENTY-FOUR (24) hours in which to complete the cleaning noted above. If such cleaning is not made within the time period then the Landlord/Agent may deduct the cost of cleaning from your security deposit.

You are further notified that the following items have been damaged during the term of your tenancy.

Damages: _____

- If this box is checked the Landlord/Agent is allowing you TWENTY-FOUR (24) hours in which to effect repair or replacement of all the damaged items noted above. If such items are not appropriately repaired, bringing such items into the condition they were at the beginning of your tenancy, normal wear and tear accepted, or replaced the Landlord/Agent may deduct the cost of such repairs or replacement from your security deposit.
- If this box is checked, the Landlord/Agent is only providing you notice of the damages described above and is not asking you to repair or replace the damaged items. The Landlord/Agent will affect repair or replacement of all the damages noted above and will deduct the cost of such such repairs from your security deposit.

Landlord / Agent

Cleaning the Unit. (Suggested cleaning tips to receive all of your Security Deposit.) Please understand that this process will take more than just a few hours. This must be a very detailed cleaning, including corners, wiping down walls, scrubbing tubs and floors, etc. Please follow the below and if you have any questions please don't hesitate to call the manager.

- a. Vacuum (be sure to get under all heaters), Sweep, Mop
- b. Clean windows, inside and out including the window tracks.
- c. Remove all lighting fixtures and wash the glass covers. Replace any bulbs as needed.

- d. Remove plastic light in bathrooms and wash bathroom fans down.
- e. Wipe and dust above kitchen cabinets and bathroom cabinets.
- f. Clean Toilets, Mirrors, Tubs, Counters, Cabinets and baseboards in bathrooms.
- g. Clean Kitchen Appliances, fridge, freezer, stove-top, oven & dishwasher. Both inside and out. The refrigerator is on wheels and is easy to pull away from the wall. Also open the oven and slightly pull the unit away from the wall. Vacuum, mop and scrub behind oven. Be sure you wipe down all sides of the units. Front, back and sides.
- h. When self cleaning the oven, please remove the racks. When completed you are still responsible to clean out the left over's. (Suggested cleaner: Oven-off)
- i. Clean and vacuum all kitchen cabinets and drawers.
- j. Remove all nails and all hardware from walls; Wash walls & doors with wet rag. Do not paint &/or patch without prior discussion with manager.
- k. Clean out washer and dryer; vacuum and dust in your Utility closet. Be sure to clean around the water heater. This may require pulling the washer / dryer out of the utility room and cleaning underneath and behind the units. Don't forget to clean and wipe down the inside of the washer / dryer.
- l. Replace Grease catchers on the stove if needed.
- m. Wash the sides and the doors of the dishwasher.
- n. Sweep patio/deck and storage closet.

CERTIFICATE OF SERVICE

I hereby certify that on the _____ day of _____, _____ I served **Tenant One, Tenant Two, Tenant Three** (Tenants Names) a true and correct copy of the forgoing by:

- U. S. Mail (Entry can occur four days (96hrs) after the date and time of mailing.)
- Certified Mail (Entry can occur four days (96hrs) after the date and time of mailing.)
- Hand-Delivery (Entry can occur twenty-four (24) hrs. after the Tenant's receipt of this notice)
- Other _____

Landlord / Agent

Tenant Name:

Tenant One, Tenant Two, Tenant Three

Rental Address: 1520 N. Russell Apartment # **Apartment #** as of move-out date of _____

You are hereby notified that the following items of cleaning had not been completed by you at the time of our inspection and must be remedied by you at your expense to avoid deduction of the cost of said cleaning from your security deposit. Montana Law allows you TWENTY-FOUR (24) hours in which to complete the cleaning noted above. If such cleaning is not made within the time period then the Landlord/Agent may deduct the cost of cleaning from your security deposit.

Kitchen

- Wipe down the insides and outsides of cabinets and drawers.
- Wipe the top of the cabinets.
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- Pull out drawer under stove and clean it.
- Replace Stove grease catchers. Or I have them available & charge \$15.00 to replace them.
- Lift top of stove and clean underneath, if you have a flat top use surface cleaner.
- Clean control panel of stove. Knobs should pull off to clean behind them.
- Wipe down / scrub up underneath the range hood, clean bulb catcher.
- Take down light, replace bulbs as needed (65watt MAX bulb), wash the glass cover in dishwasher.
- Make sure that the correct light bulb is above the sink. It MUST be a flood lamp.
- Open dishwasher and clean all sides and control functions on the door.
- Wipe down the front door, and the coat closet both inside and out.
- Sweep the floor, Scrub the floor! Scrub some more...then Mop. (did you forget to scrub the corners)
- Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- Scrub the sink with a scotch pad, wipe down counters.

Living Room

- Vacuum the floor. Including underneath and inside of the baseboard heaters.
- Clean windows and window tracks.
- Wipe down blinds. Each blind must be individually wiped clean. There should be NO dust on any one blind.
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Main Bathroom

- Wipe down the door, front and back including door knobs.
- Scrub toilet inside and outside & toilet seat top and bottom and around the base of the toilet.
- Scrub bathtub with a scotch pad, remove all hard water stains. Suggested Cleaner: Scrubbing Bubbles.
- Wipe down walls with wet white rag. Try not to use any cleaning agent as it will pull off the paint. Be sure to wipe down high traffic areas such as around light switches.
- Wash cabinets and wipe down insides of shelves and the top of cabinets.
- Wipe down the light fixture above the cabinets.
- Remove the cover to the light in the fan. Wash the white plastic cover in the dishwasher. Wipe down all dust on the fan intake.
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Other

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