

NOTICE OF LEASE TERMINATION

ADDRESS _____ UNIT# _____

YOUR LEASE WILL TERMINATE ON: _____ @ 12:00 p.m. (NOON)

IF YOU VACATE YOUR APARTMENT PRIOR TO THIS DATE PLEASE NOTIFY THE OFFICE IMMEDIATELY, SO WE MAY HAVE THE UTILITIES TRANSFERRED OUT OF YOUR NAME AND TO AVOID POSSIBLE DAMAGES DUE TO VANDALISM. YOUR SECURITY DEPOSIT WILL BE RETURNED WITHIN **30 DAYS** OF LEASE TERMINATION.

If you would like to be present during your walk-thru you MUST schedule an appointment with our office at least 48 hours in advance of your requested appointment. A walk-thru can not be scheduled after 12:00pm (noon) on the day of your lease termination. Walk-thrus are scheduled on a first come first served basis, between the hours of 9:00am and 4:30pm Monday thru Friday.

Bring ALL keys into the office along with a forwarding address where you wish to receive your security deposit. All persons moving out should submit a forwarding address to the post office for mail you may still receive.

MOVE OUT INSTRUCTIONS

In order to avoid disagreements about charges made against your security deposit, we would like to inform you of the amounts that you will be charged for some of the items commonly left undone. The following amounts will be charged against your security deposit if it is necessary for us to perform the duties:

KITCHEN STOVE

Top/under burners, under stove top, all burner grates, oven, broiler pan, oven racks, sides/under/behind stove and oven/broiler doors. The stove must be pulled away from the wall for cleaning under, the sides and behind. To save yourself time and energy, purchasing an oven cleaner will greatly reduce the effort required to complete this. **On most stoves, lift up stove lid and clean underneath burner area.**

REFRIGERATOR

DO NOT UNPLUG OR TURN OFF YOUR REFRIGERATOR, doing so will ruin it beyond repair and cost you between \$800 and \$1,000 for replacement. Cleaning includes freezer, inside refrigerator, top/sides/under. The refrigerator must be pulled out from the wall for cleaning the sides and under. Remove crisper drawers & shelf to clean under them, also clean crumbs and mold from fridge seals.

GENERAL CLEANING - \$30.00/HR

General cleaning includes such things as vacuuming, cleaning light fixtures, fan blades, closet shelves, wiping out kitchen cabinets and drawers, scrubbing kitchen and bathroom floors, and taking out garbage. Vents in the kitchen and bath should be removed and cleaned. Particular attention should be given in cleaning the bathroom. Fixtures should be clean and free from mold, lime, and soap scum deposits. Toilets need to be cleaned completely under rim to remove mold, and base should be cleaned to remove dust and urine. Cleaning also includes cleaning windows, window tracks and wiping off window sills. Also wash and wax all tile floors. Mini blinds should be free of dust and spills.

PAINTING - \$38.00/HR

Damages to the walls, such as gouged drywall, nails, screws and anchor holes should be patched and sanded WITH DRYWALL COMPOUND. **DO NOT WASH YOUR WALLS;** this will wash any flat paint off of the walls. Any scuffs, scratches or other marks on your wall will be charged at the above rate.

IF YOU WISH TO PAINT YOUR APARTMENT YOU MUST GET THE PROPER PAINT CODE FROM THE OFFICE. A color match at any store will not produce the right color. You will be charged to repaint your apartment if you paint it in the wrong color. **SAVE YOURSELF MONEY...** If you wish to paint get the CORRECT paint.

Costs of most common supplies needed:

Keys not returned at <u>check out</u> -This includes door & mailbox key	\$15.00
Missing/Broken light globes	\$20.00
Screens & Screen Doors	\$30.00 /\$50.00
Stickers on walls/appliances	\$10.00/sticker
Missing/non-working light bulbs	\$4.00each
Missing sink basket	\$15.00
Replace drapes/blinds (when provided)	Cost - \$35-\$85
Smoke detector battery	\$5.00
Doors	\$80.00
Stove Drip Pans (it is typically cheaper to replace then to clean)	\$8.00each
Door Stops	\$4.00each
Fire Extinguisher	\$30.00
Fridge/Freezer bar & clips	\$25.00
Toilet Seats	\$20.00
Broken Windows (cracked to completely shattered)	\$300.00
Microwave	\$150.00-\$300.00

Burned or scratched counters and cabinets, burns or stains in carpets/flooring or any permanent damages to the structure will, at the lessor's discretion be charged to the tenant at cost.

Please check your apartment before turning in keys to assure no items have been left behind. (Cabinets, Washer, Dryer, Dishwasher, Refrigerator, & Bathroom Vanity)