

MOVE-OUT PROCEDURE

Dear Residents,

THANK YOU for making FOR A PLACE TO LIVE your home and we have enjoyed serving you. With move-out, we want to share a few reminders to help make your move-out go as smoothly as possible.

All residents will be expected to check out by noon (12:00 pm) on the day of the move out or the last date on your lease. Please return all keys or leave them in the room: Front Door Key, Bedroom Key, Mailbox Key, Garage Remote, etc.

Your account balance must be at \$0 in order to complete your move-out. FAPTL is not responsible for ANY personal items left in the unit. A \$25.00 fee per bag of trash will be charged to your account for the removal of personal items. Any personal furniture left in the unit will be removed at a minimum charge of \$100.00. Any items left behind in the unit after 12 pm will be considered abandoned and will not be stored.

After your move-out process is complete, a unit inspection will be completed. Any damage to the unit will result in damage charges. All charges for damages are assessed based on the cost of labor and materials. While normal wear and tear up to a certain extent is acceptable and expected, cleaning does not fall under the category of wear and tear. Keep this in mind as you prepare your apartment for move-out.

Rule of thumb: The home should be in the condition it was received in at move-in.

Thank you so much for reading over it! Please visit us www.faptl.com for more step by step to help you prepare your unit for move-out. If you have any questions, please feel free to reach out. We are happy to help!

For A Place To Live



STEP-BY-STEP OF THINGS TO HELP YOU PREPARE YOUR UNIT FOR MOVE-OUT

TOP 5 MOST COMMON MOVE-OUT CHARGES -

1. Holes in the wall larger than a photo frame nail, and nails/screws left in the wall
2. Trash removal (don't forget hangers, curtains, rods, and the inside of drawers)
3. Cleaning of ceiling fans/ window sills/ baseboards
4. Carpet cleaning (this includes vacuuming under those beds!)
5. Cleaning of common areas include microwave and oven

MOVE OUT PROCEDURES

With the end of the leasing year approaching, please be aware of the following information, all of which you will be responsible for when vacating your room:

KITCHEN

Refrigerator: Remove all food and debris and clean the refrigerator and freezer.

Stove: All the obvious areas AND the exhaust fan filter (located above the stove).

Microwave: Please remember to clean the inside and outside of the microwave.

Dishwasher: Remove debris and wipe inside surfaces.

*Tip: run your dishwasher one final time with nothing in it to make sure it is nice and clean.

Sink: Clean sink and parts (stopper, strainer, faucet etc.).

Cabinets and Drawers: Remove all item, wipe down the drawers and cabinets inside and out.

Floor: Sweep, vacuum and mop.

Appliances: Give a good sweep of the broom and mop under appliances as well surfaces.

BATHROOMS

Shower: Thoroughly clean the shower and tub with a household cleaner.

Toilet: Clean the toilet, inside and out.

Sink: Clean the entire sink and counter with a household cleaner.

Mirror: Please use glass cleaner.

Floor: Sweeping, vacuuming, mopping.

Cabinets and Drawers: More wiping, removing of lining, and disinfecting.

GENERAL

Washer/Dryer: Wipe down inside and out and around the lid to remove any residue and don't forget to remove all clothing from machines.

Carpet: VACUUM!! Don't forget to remove any stains that aren't noted on your Move-in Condition Form.

Furniture (if applicable): Dust, clean, vacuum and spot treat.

Blinds & Windows: All blinds should be dust free and in good working condition. Charges will occur for the replacement of any blinds that are broken unless noted on your move-in condition form.

Ceiling Fans: Dust the blades and light fixtures.

DAMAGE CHARGES

You are responsible for the condition of your room and are jointly held responsible for the condition of the common areas along with your roommates. If your room/unit is not left in a satisfactory condition you may be assessed damage or replacement charges.

At the time of the move out inspection, Management will assess the condition of your room/unit and apply all damage charges for the residence. Residents will be responsible to pay any damages that are considered to be beyond normal wear and tear as stated in your lease document.

Individual Damage Charges - Each resident will be responsible for 100% of any damages found or cleaning needed in their individually assigned room or bathroom.

Common Area Damage Charges - If there is any damage or need for extraordinary cleaning in a common area, it is important that you try to establish responsibility among the residents of the unit. This is important because all residents of an unit will be assessed a portion of the cost to repair unless one resident takes full responsibility.

Trash Removal Charges - Any residents who do not remove their trash from their unit and take it to the Trash bin will be subject to a fine of \$25 per bag. Additionally, your room must be returned to the condition it was in when you arrived. All belongings should be removed - garbage must be properly disposed of and NOT left in your room. Once again, if extra cleaning or garbage removal is required, you will be assessed an extra fee.

Furniture Charges - Leased furniture from the community must be rearranged to the proper position it was found in. It is important to make sure that there are no extra furniture items in your room or in the common areas of your unit. If so, there is a fine for each extra and/or missing piece of furniture in your room/unit.

Keys Charges - All keys (Room keys, Parking Pass, Mailbox), are to be returned on your move-out date. It is the responsibility of the resident leaving on a weekend to make arrangements prior to your move-out date for the return of the keys. If any of the keys are not returned on time, a fee for each key will be charged

Improper Check Out Charges - If you do not vacate your unit according the final date on your lease (no later than 12:00 PM.), you will be charged hold-over rent of \$150 per day and any additional cost incurs in preparing the unit for the next resident to move in on their contract date. If there are any items remaining in the unit after your move-out date, they will be removed at your expense and disposed of according to the rules above.

CLEANING AND DAMAGE CHARGE PREVENTION

We are eager to assist you in leaving your residence in good condition so that a new resident may move in soon after you vacate. We would also like to help minimize damage and cleaning charges that you are responsible for paying by advising you on common damages and cleaning suggestions. Our charges reflect actual costs and additional labor and are strictly applied.

The following items are frequently missed during cleaning and result in charges -

- Broken, dirty or damaged mini blinds
- Leaving grease on stove top, vent hood, and cabinets
- Leaving grease and dirt on walls
- Not cleaning the Refrigerator
- Not cleaning the Microwave
- Leaving soap scum and mildew on bathtub, tile, and grout
- Not sweeping & mopping behind refrigerator
- Not wiping out cabinets
- Not wiping down window sills
- Leaving soap residue on or around washing machine
- Not vacuuming carpet
- Not cleaning the dryer or leaving it full of lint
- Dirty Mattress Cover or Missing Mattress Cover (if provided at move-in)

CLEANING SUGGESTIONS -

The following notes are specific instructions for cleaning your unit, which should aid in preventing any cleaning charges.

****Special Note: Safety First!****

**Always read cleaning chemical directions and warnings
Never mix chemicals, especially bleach and ammonia**

Bathroom Tub & Tile - Fill your tub with hot water. Dump a significant amount of scouring powder into the water and use a scratch pad or brush to scrub the tub and walls. Follow these directions for the sink. Use glass cleaner to shine faucet.

Bathroom Commode/Toilet - Use a toilet cleaning solution or scouring powder and a toilet brush to scrub inside and out, include toilet seat. Typically missed areas are by the bolts on the seat and the bolts that hold your toilet to the floor. If it's not white, it's not clean.

Bathroom Sink - Use a bathroom cleaning solution, scouring powder, or Soft Scrub to clean the sink area.

Blinds - Should feel smooth and be dust and residue free. Dusting will usually do the job except around the kitchen areas where blinds may have grease build up. Pull blinds down and turn the handle until the blinds are closed. Use a soft cloth to gently dust.

Closet/Pantry - Shelves should be dusted & scuff marks on walls should be removed. Wipe the door around the handle, along the edge, and across the bottom. Don't forget to vacuum, sweep, or mop.

Carpet - Usually is fine after vacuuming, but if it is discolored or darkened in heavy traffic areas or if you have major stains, you can try using a carpet cleaner to clean stained areas.

Dishwasher - Wipe down inside and outside, don't forget to clean the rubber around the door.

Doors - Should be washed, wiped clean & left without smears or streaks

Floors (Tile/Vinyl/Wood) - All floors must be swept, scrubbed (if necessary) and mopped. Pay particular attention to the areas around all appliances and close to the baseboards.

Kitchen/Bathroom Cabinets and Drawers - The cabinets and drawers must be entirely empty and clean. The outside of the cupboards must have all grease removed.

Kitchen Countertops - Countertops should be dirt and stain free.

Microwave - Should be dirt and stain free.

Kitchen Fan/Hood Cover - Should have no grease or dirt on their surfaces. Use a good degreaser and soft cloth.

Do Not Use Oven Cleaner On Fan Hood

Kitchen Oven - Your unit is equipped with a self-cleaning oven. Please follow the instructions detailed in your oven owner's manual. DO NOT use other oven cleaners or chemicals inside the oven.

Kitchen Sink - You can use a kitchen cleaner to clean the kitchen sink and areas surrounding it.

Kitchen Stove Top - This is one of the most common items people are charged for. When cleaning your stove, DO NOT pull the stove away from the wall! Doing so may result in damage to the kitchen floors! First, lift the top of the stove and clean the actual burners with a scratch pad and scouring powder. Make sure to lift the stove top and clean underneath.

Refrigerator - Should be cleaned inside and out. Use a mild soap and water or baking soda and water to clean the interior sides and outside. Wash and dry the shelves and drawers and put back in place. Don't forget to take the bottom tray out & clean underneath. Wipe outside of the refrigerator dry with a cloth to prevent streaking.

Vents - Brush off any dust then wipe down with a damp cloth.

Windows/Sills - Clean the inside of the windows and wipe down the sills with wet a cloth.

SUGGESTED CLEANING SUPPLIES -

- Formula 409 or other household cleaner
- Oven Cleaner
- Wash cloths
- Broom Dust Pan
- Mop
- Brillo Pad or Sponge
- Toilet Cleaner/Brush
- Magic Eraser
- Glass Cleaner
- Paper Towels
- Bathroom Tub/Tile cleaner
- Vacuum Cleaner
- Disinfecting (Lysol) Wipes

The cleanliness of your unit affects the use of your security deposit, as well as any added charges that may be necessary when you vacate. Your unit must meet For A Place To Live's cleaning standards (refer to your lease for this information) and be left in an acceptable condition.