

Move-Out Preparation

Please keep the apartment presentable for the remainder of your occupancy.

The carpeting will be professionally cleaned, this cost will be passed on to you as stated in your lease.

Failure to comply with the following cleaning list will result in the appropriate security deposit deductions. Cleaning labor is charged at \$75/hour with a one hour minimum, plus the cost of materials.

Damage beyond the expected normal wear and tear that has occurred during your residency will also be deducted from your security deposit. Your apartment needs to be left in the condition you received it.

Rental reference requests must be emailed to Management. Your signature is required on reference requests to release housing information.

Move-Out Checklist

Please complete the checklist and cleaning list below as you prepare to vacate. All items will be inspected prior to refunding your damage deposit.

- Review your lease document to avoid any misunderstanding.
- Email Management ONE forwarding address for your apartment no later than the last day of your lease term.** Include your building and apartment number in the subject line of the email. Make arrangements with your roommates and include in the email to Management who will be responsible for receiving the damage deposit check and Certificates of Rent Paid. Only one check per apartment will be issued and mailed to the provided address. Security Deposits are mailed 21 days from your lease end date. Failure to provide an accurate forwarding address will incur additional charges if Management needs to forward items that were returned or reissue lost items. These fees do not include a \$40 fee associated with cancelling lost/misplaced checks.
- Terminate your phone/internet/cable services effective 12pm (noon) on the last day of your lease term.**
- Call Xcel Energy** (800-895-4999) and schedule an end of billing for the last day of your lease term. Do not request a utility disconnect or termination of service.
- Register a change of address with the US Postal Service** (www.usps.com) to allow forwarding of any mail that may arrive after you vacate your apartment.
- Email any necessary maintenance items to Management.**
- Clean the apartment** as detailed in the Cleaning Checklist below.
- Lock all windows.** Ensure that all storm windows are securely closed.
- Ensure there is no running water in the apartment before you leave** (toilets, faucets, shower, etc.). Make sure to report all leaking faucets or running toilets to Management via email.
- Once the apartment is empty and thoroughly cleaned, **leave all keys in an envelope on top of the refrigerator.** After locking the door behind you, slide the key used back under the door once the apartment is secure.

Move-Out Preparation

Cleaning Checklist

Do not wait until the last few days of your lease to start discarding items you will not be taking with you. Waiting until the last few days creates stress for you and an overflow in the dumpster.

- Remove all personal property from the unit and storage areas.** Do not discard oversize items (tables, chairs, sofas, etc.), pain, chemicals, televisions, computers, or microwaves in or near the dumpster. Visit www.hennepin.us/residents/recycling-hazardous-waste/drop-off-facilities to locate the closest recycling site or take them with you when you move. **Residents will be charged a \$250 fine per item for any illegal dumping or incorrect disposal of hazardous waste.**
- Vacuum the entire apartment.** Begin from the top of window and door frames and work down. Cover all surfaces including light fixtures, shelves, ceiling fans, radiators, windowsills, baseboards, stairs, closets, and flooring. Make sure to vacuum inside baseboard heaters, closet door tracks, and window slides.
 - Vacuum ceiling fan,** wipe the top and edges of all blades clean.
 - Remove and vacuum A/C filter.** If needed, let soak in warm, soapy water to loosen stubborn material.
- Thoroughly clean all kitchen appliances and cabinets, inside and out.**
 - Clean the interior and exterior of all upper and lower kitchen cabinets.**
 - Wipe down all kitchen shelving and countertops.**
 - Vacuum and clean above the upper kitchen cabinets** (if needed, grease-cutting cleaners work well).
 - Scrub stovetop and burners, hood, grease filter, and oven (including oven racks).** It may be helpful to soak stove parts overnight in warm, soapy water to loosen any stubborn material. Do not forget to lift the stovetop to vacuum and clean around the burners.
 - Carefully move appliances away from the wall to clean the exteriors.** Clean the floor beneath the refrigerator as well as the drain tray that can be accessed at the rear base.
 - Unplug refrigerator and prop the doors open** to prevent mold and mildew.
 - Wipe out microwave of all food debris.** Microwaving 1 cup of water with 3 tablespoons of vinegar in a microwave safe bowl for several minutes (until steam accumulates) will help loosen debris.
 - Clean and deodorize the dishwasher.** Running the hottest cycle with 1-2 cups of white vinegar in a dishwasher-safe bowl on the top shelf should help. If additional cleaning is needed, remove the bowl and sprinkle 1 cup of baking soda on the bottom of the dishwasher - then run a second cycle on the hottest setting.
- Clean/scrub all bathroom surfaces** including walls, windows, fixtures (sink, tub, toilet, etc.), medicine cabinet, mirror, shelving, grouting, all chrome, and the floor. The tile should sparkle and show no evidence of body oil or spotting.
- Wash all high traffic area walls, halls, and stairways to remove handprints, bicycle tire marks, etc.** If there is other residue on the walls from the use of candles, incense, or other smoke - wash all the walls with ammonia.
- Wash all woodwork and windows** (storm windows included) with an ammonia solution and remove streaks. Wipe down blinds.
- Mop all wood and linoleum floors** (no wax please). We suggest Murphy's Oil Soap for wood flooring.
- Wash all lighting globes and wipe down all wall switch/outlet covers.** Ensure all fixtures have working light bulbs and all smoke detectors have working batteries. (A \$5 fee will be assessed for each light bulb or battery that Management needs to replace).