



Dear Resident,

Please send your 30 day notice to [info@lerchproperties.net](mailto:info@lerchproperties.net). Include your name, unit you will be vacating, date to vacate and forwarding address.

To assist you with your move, below is a list of move-out cleaning instructions. All items on the cleaning checklist should be completed prior to your check-out inspection. PLEASE NOTE: OUR CLEANING STAFF CHARGES \$25 PER HOUR FOR CLEANING. Following these instructions will help ensure the speedy return of your security deposit.

All carpets will be professionally cleaned and charges will be taken out of your security deposit.

All utilities, including water, **must** be kept in your name until your move out is completed.

All trash must be put into your trash container or dumpster. Any and all items still in the unit will be considered left behind and disposed of by the maintenance department. A **MINIMUM** fee of \$50 will be taken from the security deposit for those items. Nothing should be left sitting outside of the trash container or dumpster. If you have large items that need to be picked up, you will have to contact the trash company that services your location to schedule a pickup.

The following items need to be left in the apartment or turned into the office when you have completed moving out and cleaning the apartment:

1. All keys for apartment and mailbox.
2. Garage door openers
3. Forwarding address (if not given in 30 day notice)

If there are no damages or cleaning to be done, you may expect to receive your security deposit refund within thirty (30) days after you move out. If there is any work to be done, your refund will be delayed until the charges can be determined.

We certainly regret losing a good resident, but wish you the best of luck in your new home. If we may be of help to you or your friends in the future, please let us know.

Sincerely,

Lerch Properties

## KITCHEN

- Oven
- Stove top and sides
- Replace drip pans
- Exhaust hood and stove light
- Kitchen cabinets (inside, front and top)
- Dishwasher/microwave (inside and out)
- Wipe out oven after spraying cleaner
- Lift stove top and clean under burners
- Pull out stove and clean sides and behind
- Clean refrigerator interior
- Pull out refrigerator DO NOT UNPLUG!
- Sink and counter tops
- Mop kitchen floor
- Wipe out all drawers

## BATHROOMS

- Tub/shower
- Mop floors
- Clean sink and counter
- Mirror/vanity
- Light fixtures
- Bathroom vents
- Toilet (top, base and bowl)

## GENERAL

- Windows (frames, track and glass)
- All doors and frames
- Walls and baseboards
- Replace furnace filter
- Light switch covers
- Clean any cobwebs
- Utility/laundry closet
- Dryer vent
- Clean blinds
- All light fixtures and ceiling fans
- Deck
- Fireplace
- Replace inoperable light bulbs
- Vents and cold air return
- Entry way/foyer
- Exterior storage closet
- Garage and all exterior areas
- Sweep/prepare carpets for cleaning