



MOVE-OUT AND CLEANING INSTRUCTIONS

MOVE-OUT INSPECTION: All leases expire at **8:00 AM on the lease expiration date**, unless a different move-out date has been specified as part of an **Assignment of Liability Agreement**. By the applicable move-out deadline, the apartment must be completely vacated of all personal belongings and cleaning must be complete.

Unless you have scheduled an appointment to be present for your inspection, please leave the apartment unlocked and place all apartment keys, security door keys, mailbox keys, pool keys, garage door openers/remotes, and other applicable access devices on the kitchen counter. Please also provide Management with your forwarding address and/or applicable security deposit delivery information.

Management will complete a move-out inspection following your move-out and will provide applicable inspection documentation and photos through our Property Management Software (PMS), AppFolio.

Resident-Attended Move-Out Inspections: If you wish to be present with Management for your move-out inspection, you must contact the Management Office **at least seven (7) business days in advance** to schedule an appointment. Appointments are subject to Management's availability and are conducted Monday through Friday during normal business hours only. **Weekend and holiday appointments are not available.**

At the time of your scheduled inspection, the apartment must be **completely vacated of all personal belongings and cleaning must be complete.**

If your lease expiration date or specified move-out date falls on a **weekend or holiday**, and you wish to be present for your inspection, the appointment must be scheduled for an available business day prior to your applicable move-out date.

July Move-Outs: Due to the high volume of move-outs occurring at the end of July, separate scheduling procedures and appointment deadlines apply to July move-outs. **Management will provide residents with the applicable July move-out inspection guidelines, scheduling period, and appointment deadline in advance**, generally in conjunction with the Notice to Vacate or at another time designated by Management. Residents wishing to be present for their move-out inspection must schedule their appointment in accordance with those instructions and by the deadline provided. Resident-attended inspections are not available on the lease expiration date for end-of-July move-outs.

If you do not wish to be present for your move-out inspection, **no appointment is necessary.** Please follow the standard move-out instructions above, and Management will complete the inspection following your move-out.

PREPARING FOR MOVE-OUT:

Prior to your applicable move-out deadline or scheduled resident-attended inspection, please ensure the following has been completed:

1. **Account Balance:** All rent and other amounts due through your applicable move-out date must be paid in accordance with the terms of your Lease Agreement and, if applicable, Assignment of Liability Agreement.
2. **Personal Belongings:** The apartment must be completely vacated of all personal belongings. This includes any applicable garage, storage area, deck, patio, porch, or other area assigned to the apartment.
3. **Cleaning:** All cleaning must be completed prior to your move-out or scheduled inspection. Please use the cleaning checklist included in these instructions as a guide when preparing your apartment.
4. **Utilities:** All utilities for which you are responsible must remain active and in your name through your applicable lease expiration date. If you vacate the apartment prior to your lease expiration, do not discontinue utility service early. Please contact the applicable utility provider to arrange for final billing effective as of your lease expiration date.
5. **Light Bulbs, Smoke Detectors & Thermostats:** Please ensure all applicable light bulbs are operational and that smoke detectors and thermostats are present and functioning properly.
6. **Keys & Access Devices:** All apartment keys, security/building access keys, mailbox keys, pool keys, release keys, garage door openers/remotes, fobs, and any other keys or access devices provided during your tenancy must be returned to Management as instructed. Failure to return applicable keys or access devices may result in charges associated with replacement, rekeying, or a lock change, as applicable.
7. **Assignment of Liability Agreements:** If your move-out is being completed pursuant to an Assignment of Liability Agreement, **do not provide or transfer any keys, remotes, fobs, garage door openers, or other access devices directly to the incoming resident.** All applicable keys and access devices must first be returned to Management. Management will coordinate the transfer or issuance of access to the incoming resident in accordance with the Assignment of Liability process.
8. **Forwarding Information:** Please provide Management with your complete forwarding address and/or applicable security deposit delivery information. Residents should also submit a change of address with the United States Postal Service to assist with forwarding mail following move-out.

SECURITY DEPOSIT REFUND OPTIONS:

Residents may elect to receive any refundable security deposit balance by **eCheck (electronic payment)** or by **mailed check**.

eCheck:

If you elect to receive your refund electronically, all requested eCheck information must be provided to Management. Once your security deposit is processed, you will receive an itemized statement detailing any applicable deductions. Please allow up to **five (5) business days from the date the electronic refund is processed** for the funds to appear in the designated account. Processing times may vary depending on your financial institution.

For households with multiple unmarried leaseholders, any refundable security deposit balance will be divided among the applicable leaseholders unless Management receives written instructions, agreed upon by all applicable leaseholders, requesting an alternative distribution.

Mailed Check:

If eCheck information is not provided, any refundable security deposit balance will be issued by check and mailed to the forwarding address provided to Management.

Security deposits and any applicable itemized statement of deductions will be processed in accordance with **Iowa Code § 562A.12 and applicable law**. It is the resident's responsibility to provide Management with an accurate forwarding address or other applicable delivery instructions.

CLEANING CHECKLIST

The following checklist is provided to assist residents in preparing the apartment for move-out. It identifies areas Management will evaluate during the move-out inspection. Completion of the checklist does not guarantee the return of the security deposit, as the apartment will be evaluated for cleaning, damage beyond ordinary wear and tear, missing items, and other amounts properly chargeable under the lease and applicable law.

GENERAL APARTMENT

- ☐ All light switches and electrical outlet covers
- ☐ All light fixtures-replace bulbs if needed
- ☐ Ceiling fan blades and lights
- ☐ All vinyl floors and all baseboards
- ☐ All casings around all doors
- ☐ Do NOT fill nail holes
- ☐ Remove cobwebs
- ☐ Test ALL smoke detectors-replace batteries if needed

KITCHEN

- ☐ Clean inside and outside of all cupboards
- ☐ Clean inside and outside of all drawers
- ☐ Clean countertops
- ☐ Clean inside windowsills and tracks-remove dead bugs
- ☐ Clean heat registers and dust wall corners for cobwebs
- ☐ Replace burnt out bulbs
- ☐ Clean light fixtures

REFRIGERATOR/FREEZER

- ☐ Clean inside and out – Wipe top
- ☐ Pull out fridge if no water/ice hook up
- ☐ Clean rubber seal around both doors
- ☐ Wipe out crumbs and food

DISHWASHER

- ☐ Clean inside trays, racks, outside of door, edges and filter

STOVE

- ☐ Clean oven and racks
- ☐ Clean under burners
- ☐ Lift up stovetop (most models) and clean under sides
- ☐ Clean and/or replace burner drip pans, as necessary
- ☐ Clean broiler pan or drawer
- ☐ Remove all knobs and clean

MICROWAVE

- ☐ Clean inside and wipe down outside

- ☐ Clean grill and under

RANGE HOOD

- ☐ Clean and wash filter
- ☐ Clean under hood

FLOOR AND SINK

- ☐ Sweep and mop floor and wipe baseboard
- ☐ Clean and shine faucet and sinks

LIVING/DINING AREA

- ☐ Clean inside of windows and sills and remove dead bugs
- ☐ Clean heat registers and dust wall corners for cobwebs
- ☐ Clean blinds
- ☐ Clean light fixtures - remove dead bugs
- ☐ Replace burnt out bulbs
- ☐ Wipe off fan blades

CLOSETS

- ☐ Clean bar and shelves
- ☐ Clean woodwork and doors

SLIDING GLASS DOORS

- ☐ Clean dirt from sliding door tracks
- ☐ Vacuum screen
- ☐ Clean window inside and outside
- ☐ Clean blinds

BEDROOM (MASTER)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills, and tracks-remove dead bugs
- ☐ Clean baseboards, door, and trim
- ☐ Clean light fixtures – remove dead bugs/Wipe off fan blades
- ☐ Replace all burnt out bulbs
- ☐ Clean heat registers

Cont. BEDROOM (MASTER)

- ☐ Remove cobwebs

- ☐ Test smoke detector/replace battery if needed
- ☐ Wipe off closet shelves

BEDROOM (#2)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills, and tracks-remove dead bugs
- ☐ Clean baseboards, door, and trim
- ☐ Clean light fixtures – remove dead bugs/Wipe off fan blades
- ☐ Replace all burnt out bulbs
- ☐ Clean heat registers
- ☐ Remove cobwebs
- ☐ Test smoke detector/replace battery if needed
- ☐ Wipe off closet shelves

BEDROOM (#3)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills, and tracks-remove dead bugs
- ☐ Clean baseboards, door, and trim
- ☐ Clean light fixtures – remove dead bugs/Wipe off fan blades
- ☐ Replace all burnt out bulbs
- ☐ Clean heat registers
- ☐ Remove cobwebs
- ☐ Test smoke detector/replace battery if needed
- ☐ Wipe off closet shelves

BEDROOM (#4)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills, and tracks
- ☐ Clean baseboards, door, and trim
- ☐ Clean light fixtures – remove dead bugs/Wipe off fan blades
- ☐ Replace all burnt out bulbs
- ☐ Clean heat registers
- ☐ Remove cobwebs
- ☐ Test smoke detector/replace battery if needed
- ☐ Wipe off closet shelves

BATHROOM (MASTER)

- ☐ Clean vent fan cover and replace bulbs if needed
- ☐ Clean light fixtures and remove bugs
- ☐ Replace all burnt out bulbs with proper bulbs
- ☐ Clean baseboards
- ☐ Sweep and Mop

BATHTUB/SHOWER (MASTER)

- ☐ Clean doors and track
- ☐ Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY (MASTER)

- ☐ Wipe out cabinet, vanity, and door
- ☐ Clean mirror

STOOL, SINK, TOWEL BAR (MASTER)

- ☐ Clean stool inside and outside (sides included)
- ☐ Clean sink, fixtures, and countertops
- ☐ Wipe down towel bar
- ☐ Wipe down toilet paper holder

BATHROOM (2nd)

- ☐ Clean vent fan cover and replace bulbs if needed
- ☐ Clean light fixtures-remove bugs
- ☐ Replace all burnt out bulbs with proper bulbs
- ☐ Clean baseboards
- ☐ Sweep and Mop

BATHTUB/SHOWER (2nd)

- ☐ Clean doors and track
- ☐ Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY (2nd)

- ☐ Wipe out cabinet, vanity, and door
- ☐ Clean mirror

STOOL, SINK, TOWEL BAR (2nd)

- ☐ Clean stool inside and outside (sides included)
- ☐ Clean sink, fixtures, and countertops
- ☐ Wipe down towel bar
- ☐ Wipe down toilet paper holder

BATHROOM (3rd)

- ☐ Clean vent fan cover and replace bulbs if needed
- ☐ Clean light fixtures and remove bugs
- ☐ Replace all burnt out bulbs with proper bulbs
- ☐ Clean baseboards
- ☐ Sweep and Mop

BATHTUB/SHOWER (3rd)

- ☐ Clean doors and track
- ☐ Clean tub, surrounds, and fixtures

MEDICINE CABINET/VANITY (3rd)

- ☐ Wipe out cabinet, vanity, and door
- ☐ Clean mirror

STOOL, SINK, TOWEL BAR (3rd)

- ☐ Clean stool inside and outside (sides included)
- ☐ Clean sink, fixtures, and countertops
- ☐ Wipe down towel bar
- ☐ Wipe down toilet paper holder

DECK/PATIO/PORCH

- ☐ Remove all items
- ☐ Sweep
- ☐ Replace burnt out bulbs

HALLWAY

- ☐ Clean heat registers and ceiling vents
- ☐ Remove cobwebs
- ☐ Wipe shelves in closet
- ☐ Clean light fixtures – remove dead bugs
- ☐ Replace all burnt out bulbs

CARPET

- ☐ Vacuum prior to carpet cleaning

CARPET CLEANING GUIDELINES:

Carpets should be returned clean and in substantially the same condition as at move-in, excluding ordinary wear and tear. Conditions beyond ordinary wear and tear, including stains, excessive soilage, pet-related odors, excessive pet hair or dander, or other resident-caused conditions, may require additional cleaning, treatment, repair, or replacement and may result in applicable charges.

Wessex Apartments highly recommends professional carpet cleaning for households with pets or animals. If professional carpet cleaning is completed prior to move-out, please provide Management with a copy of the receipt at the time of your inspection or move-out.

Carpet cleaners recommended are:

1. Pioneer Carpet Cleaner (515) 232-8863
2. Steamway/Craftsman (515) 232-8938

OPTIONAL CLEANING TIPS AND PRODUCT SUGGESTIONS:

Certain cleaning products when used properly may make cleaning your home easier.

1. Murphy's Oil Soap with water is very good for cleaning wood surfaces such as cabinets or doors.
2. CLR can remove hard water stains in toilets, sink drains or from faucets.
3. Scrubbing bubbles can help with cleaning soap scum from shower doors, tubs and sinks.
4. Windex can be used to clean outside of appliances, mirrors, windows, or to shine any chrome fixtures or faucets.
5. Smooth cooktops should only use glass ceramic cooktop cleaner such as Cerama-bryte or a similar product. If abrasive products are used, it may damage the stovetop.
6. Magic Erasers can help clean refrigerator shelves, dishwasher seals, and built up surfaces.

- ☐ Go around edges with vacuum attachment

GARAGE (if applicable)

- ☐ Remove all items and sweep
- ☐ Clean oil spots
- ☐ Replace burnt out bulbs

STORAGE CLOSET (if applicable)

- ☐ Remove all items and sweep

BASEMENT (if applicable)

- ☐ Remove all items and sweep
- ☐ Remove cobwebs
- ☐ Vacuum carpet (if applicable)

LAUNDRY ROOM (if applicable)

- ☐ Wipe off washer and dryer
- ☐ Clean lint trap
- ☐ Vacuum behind machine with attachment
- ☐ Wipe off shelf
- ☐ Sweep and mop
- ☐ Clean fabric softener cup and bleach dispenser
- ☐ Replace all burnt out bulbs