



MOVE-OUT AND CLEANING INSTRUCTIONS

MOVE-OUT INSPECTION: For your move-out, we ask that you leave the unit unlocked with your keys, forwarding address, etc on the counter by **8AM** on your lease expiration date or specified move-out date (Assignment of Liability Agreements). To be ready for your inspection, all your belongings must be moved out of the apartment and cleaning complete. We will complete an inspection that day and share your check-out sheet (if applicable) and photos (if applicable) with you via email through our Property Management Software (PMS), AppFolio. **All leases expire at 8AM on the lease expiration date.**

MAKING AN INSPECTION APPOINTMENT

If you would like to opt in being present for your move-out inspection, it will be your responsibility to call and/or email our office for your inspection at least one week in advance to avoid schedule conflicts. If your lease end or move-out date falls on a weekend and/or holiday, the latest appointment can be made on the business day prior to your lease end or move out date. Appointments after such date will not be accommodated for you to be present. Inspections will normally be made during our office hours, not long after the 8AM expiration time of your lease. All leases expire at 8AM on the lease expiration date.

Appointments not available if your lease ends the end of July, unless on a business day PRIOR to the lease expiration.

PREPARING FOR YOUR INSPECTION

Make sure that the following has been done before your inspection.

1. Rent must be paid in full.
2. Empty your unit of all personal belongings.
3. Your unit should be cleaned using the attached checklist as a guide. Cleaning must be completed prior to the time of inspection.
4. Utilities for which you are responsible must be left in your name until your lease expires. This means if you leave a day or two early, you must have the meter read the day following the last day of your lease. Please contact utilities for final reading at the end of your lease term.
5. All light bulbs, smoke detectors and thermostats must be working.

GENERAL INFORMATION

All keys: apartment keys, security door keys, mail keys, pool keys, release keys and garage door openers must be returned at the time of the inspection. **DO NOT GIVE KEYS TO THE NEW RESIDENTS IF YOU ARE ATTEMPTING AN ASSIGNMENT OF LIABILITY.** Any keys not returned at the time of inspection will result in a lock change at your expense.

Deposits are returned/mailed BY thirty (30) days after your lease obligation has been fulfilled with satisfaction of all rent and other charges. Be sure to leave a forwarding address with the office. A single check will be written in the names of all tenants for the amount refunded. Roommates should make arrangements in advance with the office if they wish the check to be written to one person only.

Fill out a change of address form with the Post Office so that your mail will be forwarded to your new address.

CLEANING THE CARPETS

Your carpets were clean when you moved in and you are required to leave them in the same condition less normal wear and tear. Obvious spots, odors, stains, oily substances, rips and tears, and the like which are caused by the tenant(s) are not considered ordinary wear and tear and require professional carpet cleaning. A receipt for carpet cleaning using the extraction

method, shown at the time of your move-out inspection, would meet that obligation. Failure to have carpets “clean” by your move-out inspection date may result in delays in occupancy for the new tenants moving in. You will be liable for damages directly resulting from delays in getting the carpets cleaned.

Wessex Apartments highly recommends all households with pets and/or animals to have their carpets professionally cleaned to avoid possible damage charges for excessive pet dander and/or soilage.

Carpet cleaners recommended are:

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

CLEANING TIPS & TRICKS:

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.

CLEANING CHECKLIST

The following will be checked at the time of inspection. Please be sure that you have cleaned each and every item thoroughly.

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
- Replace burner drip pans (\$10 – each if not replaced)
- 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-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)

- Wipeout 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)

- Wipeout 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

- Clean fabric softener cup and bleach dispenser
- Replace all burnt out bulb

BATHTUB/SHOWER (3rd)

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

MEDICINE CABINET/VANITY (3rd)

- Wipeout 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
- 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 item 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