

## **MOVE OUT INSTRUCTIONS**

We are sorry to see you leave and we are happy to have you as our resident.

 **Security Deposit Return** – We will send out **one** single payment to the household within **31 days** of your lease end date. For faster return times, submit your bank account information and sign an addendum to accept your refund via direct deposit. Paper checks are mailed first class mail to the forwarding address received.

 **Cleaning** – We have outlined our cleaning instructions below in detail. Please do not underestimate the cost of professional cleaning that may be deducted from your security deposit return, these **costs average \$65 per man hour**.

 **Blind Cleaning** – Clean your blinds. Blind cleaning and repair cost an average of \$20 per blind.

 **Maintenance & Painting** – Maintenance & painting will be taken care of by our Licensed, Bonded, and Insured contractors. Do **not** spackle any tack or nail holes as there will be an extra charge to re-spackle. Any resident related damage that was not noted on your Move in Documentation form will be deducted from your security deposit. This cost averages \$75 per man hour.

 **Floor Cleaning** – Part of your deposit goes towards the cost to professionally clean the carpet in your home. You are not allowed to hire your own floor cleaning company or use a “rug doctor” system, often rented in grocery stores. You MUST vacuum the carpets and clean any hard surface floors prior to leaving. If you do not, there will be an additional charge for those services.

Here is an **average** of the rates for professional carpet cleaning services:

1 bed/1 bath - \$180	Additional Surfaces - \$84
2 bed/1 bath - \$216	Stain Removal - \$60
3 bed/2 bath - \$348	Animal Odor Treatment - \$150

 **Yard Care** – The yard, patio and any area that is the responsibility of the resident needs to be maintained. The yard must be mowed and edged (weed eat), flower beds weeded, all walkways should be blown/swept off, and ALL pet waste is to be removed from the premises. The cost of yard care averages \$65 per man hour.

 **Items Left Behind** – For recommendations on junk removal companies or donation sites click [here](#). Items left behind will be destroyed, donated to charity, or disposed of after your move out. You will be charged for the removal of the items as well as the disposal fee. That charge averages \$65/hour + dump fee with a 1 hour minimum.

 **Contact Utility Companies** – Discontinue any utility services in your name as of your scheduled lease end date. You are responsible for utility billing until your scheduled lease end date.

 **Cancel Automatic Payments** – Cancel any automatic payments you may have scheduled through the online portal.

 **Forwarding Address** – Provide us with a forwarding address prior to returning your keys. If we do not receive a forwarding address from you, we will send any future mailing to the address you last rented from us and assume you put in a change of address with the US Postal Service.

 **Turn In Keys** – When you vacate your home, **please return your keys to our office** in our drop box. Please make sure the keys are labeled with the address. When you return your keys, we will consider the unit vacated; you will not be allowed back into the rental home. Please do **NOT** leave the keys in your home.

## **MAXIMIZE YOUR SECURITY DEPOSIT RETURN**

Hire our cleaner direct to guarantee you will not be charged for cleaning from your deposit.

- Contact **Berry Clean** directly at **541-231-4437** for additional information and to schedule this service. **FREE Estimate**.
- Service must be scheduled prior to your lease end date.
- Blind Cleaning and Floor Cleaning expenses are **NOT** included in the cleaning guarantee.
- Communication of the service being scheduled must occur with D&A, Inc.

## **MOVE OUT CLEANING INSTRUCTIONS**

### **GENERAL**

- Dust/clean blinds.
- Clean inside of windows, window tracks, windowsills & trims.
- Clean outlet covers, switches, and light fixtures. **Replace burned out bulbs.**
- Clean interior, exterior cabinets, drawers, and all woodwork.
- Clean out wood stoves and/or fireplaces.
- Remove all marks on all walls throughout the house. **(Do NOT paint or spackle)**
- Clean trim, baseboards, and doors.
- Clean heaters and tops of heaters.
- Vacuum and sweep/mop floors.

### **BATHROOM(S)**

- Clean mirror(s).
- Clean all fixtures.
- Scrub tub/shower, sink, and toilet.
- Remove soap scum from shower, sink, shower doors and tile.

- Clean countertops, backsplash, walls, and cabinets.
- Remove mildew from walls and ceiling.
- Vacuum dust from fan vent and heat lamps.

## **KITCHEN**

- Scrub sink and clean all fixtures.
- Clean all counters and backsplashes.
- Clean dishwasher inside and out.
- Clean the oven drawer.
- Clean oven and oven racks. Scrub to remove any baked-on food and/or grease in the oven, on the glass, and the oven racks. Do **NOT** use the oven self-clean with "Easy Off" sprayed in the oven.
- Clean range hood, top and under, filter, replace light bulbs if needed.
- Clean the stove top (if possible, lift the top of the stove and clean under the drip pans) and wipe off burners.
- Clean any food splatter on the walls, around the kitchen cabinets and any exposed sides.
- Clean the refrigerator, inside and out, including the drawers and racks. **DO NOT UNPLUG OR TURN OFF.**

## **YARD**

- Clean up all yard debris and sweep patios and porches.
- Mow, weed eat, and remove weeds from the yard.
- Clean out garage and/or carport and sweep clean.
- Make arrangements to have your trash and garbage picked up.
- Remove garbage, furniture, and debris.