

MOVE-OUT AND CLEANING INSTRUCTIONS

You are receiving this because according to our records you will be moving out at the end of July. We will not be doing in-person move-out inspections. Please thoroughly read through the instructions below to prepare for your move out.

APARTMENT INSPECTIONS

To be ready for your inspection, all your belongings must be moved out of the apartment and the cleaning completed by **July 28th at 8:00am**. If you will be moved out prior to your lease expiration, please email your property manager your forwarding address and return your keys to the office.

KEY RETURN

All keys will need to be returned to the HPM Office (105 S. 16th St, Ames) by 8:00am on July 28th. We will have envelopes outside our front doors with a dropbox available to you, or in the main entryway during business hours for you to put your keys inside and label with your address. There will be charges for any keys not returned by July 28th at 8:00am. Do not leave your keys inside your unit.

WE WILL NEED YOU TO RESPOND TO THIS EMAIL WITH THE INFORMATION BELOW:

1. What is your forwarding address? We need this in order to send your deposit refund check.
Note: If you have roommates please specify how the deposit will be split, *all roommates must respond*.
2. What carpet company is cleaning your carpets? What day and time will they be there?

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 8am on July 28th.
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 and smoke detectors must be working.
6. **If you have autopay set up to pull funds before the 28th of the month, please login to your portal and cancel that before July 28th.**

SECURITY DEPOSIT RETURNS

Deposits are returned within 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. Unless informed otherwise in writing by all tenants, 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 deposit to be split or 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. A receipt for carpet cleaning using the extraction method, shown at the time of your move-out inspection, would meet that obligation. 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. 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.

Carpet cleaners recommended are:

1. Pioneer Carpet Cleaner (515) 232-8863
2. Steamway/Craftsman (515) 232-8938
3. Kleen Rinse Carpet Care (515) 290-7280

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. Scrubbing bubbles can help with cleaning soap scum from shower doors, tubs and sinks.
3. Windex can be used to clean outside of appliances, mirrors, windows, or to shine any chrome fixtures or faucets.
4. Smooth cooktops should only use a glass ceramic cooktop cleaner such as Cerama-bryte or a similar product. If abrasive products are used, it may damage the stovetop.
5. 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 window sills 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 and racks and outside of door, especially edges

STOVE

- ☐ Clean oven and racks
- ☐ Clean under burners
- ☐ Lift up stovetop (most models) and clean under sides
- ☐ Clean burner drip pans - Replace if 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 and replace bulb if needed

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
- ☐ 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
- ☐ 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)

- ☐ Wipeout cabinet, vanity, and door
- ☐ Clean mirror

STOOL, SINK, TOWEL BAR (3rd)

- ☐ Clean stool inside and outside

- ☐ 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 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 bulb