

MOVE-OUT AND CLEANING INSTRUCTIONS

You are receiving this notice 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 any cleaning must be completed by **July 26th at 8:00 am**. If you will be moving out prior to your lease expiration date, please return your keys to our office.

KEY RETURN

All keys must be returned to the HPM Office (105 S. 16th St, Ames) by 8:00 am on July 26th. 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 them with your address. There will be charges for any keys **NOT** returned by **July 26th at 8:00 am**. **Do not leave your keys inside your unit.**

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 **July 26th**.
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 a 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 30th of the month, please log in to your portal and cancel that before July 26th.**

SECURITY DEPOSIT RETURNS

Deposits and/or itemization of retention of security deposits will occur within 30 days from your lease end date and from the time we have received your forwarding address and/or your bank information for an ACH.

You will receive an email requesting your bank account information. It is possible for one tenant to receive payment by ACH and the other by check. Each tenant needs to choose from one of the two options below:

1. You can provide your bank information, and we can return your security deposit via ACH payment directly to your account.
2. You can select 'NO' and we will issue a paper check, which will be mailed to you at your forwarding address.

We must receive all forwarding addresses before we can process your deposit return using the link below.

Move-Out & Forwarding Address Form

*Please remember to 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 cleaned 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, returned with your keys, would meet that obligation.

Carpet cleaners recommended are:

1. Pioneer Carpet Cleaner: (515) 232-8863
2. Steamway/Craftsman: (515) 232-8938
3. Heaven's Best: (515) 233-9940

CLEANING TIPS & TRICKS:

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

1. Murphy's Oil Soap with water is 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 the 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, they 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 the outside and inside, on the sides and top

STOVE

- ☐ Clean oven and racks

- ☐ Clean under burners

- ☐ Lift up stove top (most models) and clean under sides
- ☐ Replace burner drip pans with new
- ☐ Clean broiler pan or drawer
- ☐ Remove all knobs and clean

MICROWAVE (if applicable)

- ☐ Clean inside and wipe down outside
- ☐ Clean filter and underside

RANGE HOOD (if applicable)

- ☐ Clean and wash filter
- ☐ Clean under hood and replace bulb if needed

FLOOR AND SINK

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

LIVING/DINING AREA

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

CLOSETS

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

SLIDING GLASS DOORS (if applicable)

- ☐ Clean dirt from sliding door tracks
 - Wipe down sliding screen if needed
- ☐ Clean window inside and outside
- ☐ Clean blinds

BEDROOM (MASTER)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills and tracks-remove dead bugs, if any
- ☐ 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 (#2)

- ☐ Clean blinds
- ☐ Wash all windows inside, sills, and tracks- remove dead bugs, if any
- ☐ 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, if any
- ☐ 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
- Replace all burnt out bulbs with proper bulbs
- Clean baseboards
- Sweep and mop floor

BATHTUB/SHOWER (MASTER)

- Clean doors and track (if applicable)
- Clean tub, surround and fixtures

MEDICINE CABINET/VANITY (MASTER)

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

TOILET, SINK, TOWEL BAR (MASTER)

- ☐ Clean toilet inside, outside and under seat
- ☐ Clean sink, fixtures and countertops
- ☐ Wipe down towel bars
- ☐ Wipe down toilet paper holder

BATHROOM (2nd)

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

BATHTUB/SHOWER (2nd)

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

MEDICINE CABINET/VANITY (2nd)

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

TOILET, SINK, TOWEL BAR (2nd)

- ☐ Clean toilet inside, outside and under seat
- ☐ Clean sink, fixtures and countertops
- ☐ Wipe down towel bars
- ☐ Wipe down toilet paper holder

BATHROOM (3rd)

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

BATHTUB/SHOWER (3rd)

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

MEDICINE CABINET/VANITY (3rd)

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

TOILET, SINK, TOWEL BAR (3rd)

- ☐ Clean toilet inside and outside
- ☐ Clean sink, fixtures and countertops
- ☐ Wipe down towel bars
- ☐ Wipe down toilet paper holder

DECK/PATIO/PORCH (if applicable)

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

HALLWAY

- ☐ Clean air registers and ceiling vents
- ☐ Remove cobwebs
- ☐ Wipe shelves in closet
- ☐ Clean light fixtures
- ☐ Replace all burnt out bulbs

CARPET

- ☐ Vacuum prior to carpet cleaning
- ☐ Go around baseboard edges with vacuum attachment

GARAGE (if applicable)

- ☐ Remove all items and sweep
- ☐ Clean up any 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
- Replace all burnt out bulbs

LAUNDRY ROOM (if applicable)

- ☐ Wipe off top of washer and dryer
- Clean surfaces under washer lid
- Clean lint trap

Sweep/vacuum and mop floor around machines

- ☐ Wipe off shelf
- Replace all burnt out bulbs

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