

## GUIDELINES FOR VACATING YOUR APARTMENT

You moved into a clean, orderly apartment and when you leave it should be left in the same condition. The following suggestions will help you to maximize the return of your security deposit.

### General Guidelines

- ◆ All personal property and trash should be removed, including storage and garage areas
- ◆ Do not attempt to make major repairs

### Bathroom

- ◆ All surfaces, fixtures, and the toilet should be cleaned
- ◆ The medicine cabinet and vanity are to be emptied and cleaned

### Kitchen

- ◆ The stovetop, including drip pans, and oven are to be clean and free of grease
- ◆ The refrigerator is to be cleaned and *left running* (Do not unplug!) Defrost if necessary
- ◆ Clean freezer and refrigerator shelves, crisper drawers and gaskets
- ◆ Kitchen cabinets should be emptied and cleaned
- ◆ Dishwasher cleaned, including the door, soap dispenser, and the gasket

### Floors

- ◆ Use ½ cup vinegar to one gallon water on hardwood. DO NOT WAX!
- ◆ On tiled floors, use a detergent cleaner and rinse
- ◆ Carpet is to be professionally cleaned
- ◆ On laminate flooring, damp mop or use cleaners specifically for laminate flooring

### Walls

- ◆ Remove all adhesives/nails/mollies/screws/picture hangers/hooks..
- ◆ Clean smudges, etc. around the light switches, doorjamb, and on any painted woodwork
- ◆ Wipe off all doors, baseboards and window sills from dust and dirt

### Utilities

- ◆ Call Duke Energy two weeks in advance to set up final meter reading. They will need access to the building (your responsibility). Take utilities out of your name *effective the date keys are turned in*.
- ◆ Return cable equipment since they do not pick up equipment and will charge you for this
- ◆ Change air filter

### Fixtures

- ◆ Light fixtures and ceiling fans should have working light bulbs and be free of dirt/bugs
- ◆ Smoke alarm batteries should be fresh
- ◆ Blinds are to be clean and working

### Security Deposit Refund

The apartment will be inspected after it is empty and clean. If you would like a walk through with us, it must be arranged *a week in advance* for Monday-Friday 9:30-4:00, on or before the last day of your lease and we will try to accommodate your request. Your deposit will be refunded within 30 days less any damages. Please leave a forwarding address with us and notify the Post Office so your mail can be forwarded. All keys, including mail key, must be returned at the time of move out.

We sincerely enjoyed your stay with Grandin Properties and hope you feel the same. We wish you the best of luck with your new residence and your future endeavors.