

## **AH PROPERTIES - Property Management**

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### **To: All Tenants Vacating Property**

Upon vacating a property, refundable deposits will be returned within 14 business days of Apartment Hunters receiving possession of the property.

The amount of deposits returned will depend on the condition of the property.

Some common deductions would include:

- Unpaid rent, fines, late fees, etc.
- Damage caused by tenants.
- Hauling trash left behind by tenants.
- Excessive interior painting, patches, semi over flat, etc.
- Failure to return keys. (house, pool, mailbox, etc)
- Failure to return garage door openers.
- Any cleaning necessary to bring the property to move-in condition (Except carpet cleaning)
- Replacement of burned-out or missing light bulbs.
- Carpet repairs, vinyl tears, stains, deodorizing.
- Yard clean up including mowing of lawns, removing weeds and grasses from rock areas, and trimming of overgrown bushes, shrubs, etc.

Attached is useful checklist of common items that need attention when vacating.

If you have any questions pertaining to these types of items, please contact your property manager. Please remember that you are responsible for rent until you turn possession over to Apartment Hunters. You must deliver all keys/openers (labeled with property address) to the office or call your property manager for a walk-thru appointment. Also, please make sure that we have your forwarding address for your deposit accounting.

Thank you for your cooperation and good luck in your new home.

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## Suggested Cleaning Checklist

### KITCHEN

- \_\_\_ Clean in/outside cupboard doors
- \_\_\_ Remove fingerprints; polish
- \_\_\_ Clean drawer faces; polish
- \_\_\_ Clean cupboard shelves & inside drawers
- \_\_\_ Clean cupboard under sink
- \_\_\_ Clean counters; remove stains
- \_\_\_ Clean sink; remove stains; polish fixtures
  
- \_\_\_ Clean wall above sink

### STOVE

- \_\_\_ Clean walls around & above stove
  
- \_\_\_ Clean in/outside panels & door handle
- \_\_\_ Remove filter; clean; put back
  
- \_\_\_ Clean outside panels and door handles
- \_\_\_ Clean control panel
- \_\_\_ Clean oven & racks
- \_\_\_ Clean storage drawer(s)
- \_\_\_ Clean & store broiler pan
- \_\_\_ Clean stove top & rings
- \_\_\_ Clean drip pans & line with foil

### REFRIGERATOR

- \_\_\_ Clean sides, top, door and handle
- \_\_\_ Defrost & clean freezer
- \_\_\_ Remove & clean shelves & crisper
- \_\_\_ Clean door shelves & egg tray
- \_\_\_ Clean seal on door
- \_\_\_ Leave refrigerator plugged and on

### DISHWASHER

- \_\_\_ Remove items fallen into bottom
- \_\_\_ Remove soap deposits
- \_\_\_ Clean outside door & control panel
- \_\_\_ Clean along inside door edge

### FLOOR

- \_\_\_ Wash & wax

### BATHROOMS

- \_\_\_ Clean tub & tub surround, polish fixtures
- \_\_\_ Clean sink & soap holder
- \_\_\_ Clean in/outside cupboards & drawers
- \_\_\_ Clean medicine cabinet in & out
- \_\_\_ Clean mirrors
- \_\_\_ Clean in/outside of toilet; Remove any dye/dispenser/tablet; Disinfect
- \_\_\_ Wash floor; remove dirt along tub and toilet base

### GENERAL CLEANING - ALL ROOMS

- \_\_\_ Remove all nails from walls.
- \_\_\_ Remove marks/fingerprints on walls.
- \_\_\_ Clean baseboards.
- \_\_\_ Dust/Wash Mini blinds
- \_\_\_ Clean window sills, tracks, inside glass
- \_\_\_ Clean closet shelves and rods
- \_\_\_ Remove fingerprints around doorknobs;
- \_\_\_ Dust slats on louvered doors
- \_\_\_ Remove all cobwebs
- \_\_\_ Vacuum all carpets
- \_\_\_ Wash all tile/vinyl floors

### LIGHT FIXTURES

- \_\_\_ Dust light fixtures. Remove cover, wash; Put back in place
- \_\_\_ Replace burnt-out light bulbs
- \_\_\_ Clean switch & outlet cover plates. Replace missing or broken plates

### FIREPLACE/WOODSTOVE

- \_\_\_ Remove debris & clean
- \_\_\_ Clean hearth & mantle

### SMOKE ALARM

- \_\_\_ Test alarm(s); replace battery if necessary; Re-test to insure working order

### OUTSIDE

- \_\_\_ Remove cobwebs from eaves & doorways
- \_\_\_ Clean exterior light fixtures; replace Burnt-out bulbs
- \_\_\_ Edge & weed all flower beds
- \_\_\_ Mow lawn immediately prior to turning over
- \_\_\_ Keys to office
- \_\_\_ Remove all debris from grounds & storage area
- \_\_\_ Broom clean garage, carport, storage areas and walkways

### REPAIRS

- \_\_\_ Complete tenant day-to-day maintenance
- \_\_\_ Repair any tenant damage done to property
- \_\_\_ Replace broken/cracked windows

### LAST

- \_\_\_ Remove all personal belongings: Apt. Hunters cannot be held responsible for items left behind
- \_\_\_ Walk thru unit double checking this list. All items left undone will be charged to tenant.