



In order to receive your full deposit back, EVERY item on this list MUST be completed to our satisfaction.

**NOTICE:** It is your responsibility to give 30-day notice to vacate on or before the last day of the month prior to the month you are vacating. The notice is required to be in writing. According to your lease you are responsible for the entire last month's rent unless other arrangements have been made. If proper notice has not been given you will be responsible for the entire next month's rent.

**KEYS:** All keys including mailbox key must be returned immediately upon vacating unless prior arrangements have been made. You will be charged rent as long as you are in possession of any keys.

**FORWARDING ADDRESS:** When keys are turned in, it is your responsibility to provide a forwarding address to mail the Security Deposit. **Please remember to put in a change of address at the Post Office to have your mail forwarded.** If no forwarding address is provided the Security Deposit notice will be sent the last address we have on file.

**INSPECTION:** Please call in advance to make an appointment with property management. All of your furniture and personal items MUST be removed before the inspection. You MAY NOT stay in the home after the inspection has been completed.

**TRASH:** All trash shall be removed from inside and outside the property and placed in the proper location for disposal. Be sure to clean out closets, drawers, storage areas, etc. Do not leave any items around the dumpster or you will be charged for hauling off. Only items that fit inside the dumpster can be left. Be sure and follow HOA guidelines and not abuse the complex dumpsters as fines may apply. There will be a \$250.00 charge to haul off any items left behind.

**CLEANING:**

- Floors shall be swept, mopped & vacuumed
- Window sills, ceiling fans, blinds and baseboards are to be wiped down and free of dust
- Bathrooms shall be scrubbed and cleaned
- Kitchen shall be completely cleaned, oven cleaned inside, stove top cleaned under hood and drip pans cleaned or replaced. Clean on sides, under and behind stove. Refrigerator cleaned inside and all food removed. Clean on sides, under and behind and on top of refrigerator.
- All cupboards and drawers empty and wiped out. Cupboard fronts wiped down and free of grease & food etc.
- Countertops cleaned.
- Clean all other appliances thoroughly inside and out
- Clean all windows and sliders
- Clean all light fixtures and replace any burnt out light bulbs
- Pull out and clean around Washer & Dryer
- Sweep and clean patio
- Carbon Monoxide & Smoke Detectors must be left in original location and in working order
- Close and lock all doors and windows when vacating.