Move Out, Cleaning & Maintenance Instructions

Tenant(s)_____ Address _____

TLC Management is in receipt of your 30 day notice to vacate your residence. To make your departure a smooth transition, TLC Management; LLC has provided you with these move out, cleaning and maintenance instructions. Rule of Thumb: Clean how you would like to receive it, should you be moving in.

Expect a rental sign to be placed on the premises. Someone from our staff will notify you if we need to take inside pictures for advertisement or schedule a showing of the property to a potential renter with a 24 hour or more notice. For you and the protection of your family please do not let anyone into the home unless arrangements have been made through our office and an Agent is accompany them. The home will never be shown without one of our TLC Agents or a call that an Agent from another Real Estate company will show. Attending the final walk-thru is highly suggested, contact us at **least 5(five) business days** prior to vacating to schedule an appointment. Otherwise once keys have been delivered to our office, Management will schedule an inspection. Inspections are conducted between 9 AM and 5 PM Monday through Friday. Before we return any Security Deposit (**14 business days** after expiration of lease date) we will inspect your home to be sure it is left clean and in good repair. **All utilities must remain on for 3 business days after lease end date for final inspection and any needed repairs or cleaning.** Failure to comply utilities will be turned back on at tenant(s) expense. Keys and remotes are possession and must be returned to our OFFICE no later than 12:00 pm of the last day of your written 30 day notice. There will be no allowance for you to clean or repair after keys have been returned to Management or during final inspection. ***Our goal is to return all of your Security Deposit.*** **Pay particular attention to the following if applicable. Should you find yourself running out of time call the office for a list of authorized vendors to help you or reschedule your final inspection 24 hours before the scheduled appointment date and time.**

• Remove all personal and rented items, papers and packing materials from the home. Any tenant approved improvements to the property must stay and be in working order. Do not leave behind any abandon personal property in the dwelling or on the premises. Allow yourself or a cleaning company sufficient time to thoroughly clean the property.

• Security Alarms tenant must provide office with all the codes and manuals to operate, system must be in working conditions, (no service required) if not the alarm will be removed and wall repaired at the tenant's expense.

• Remove all picture hooks, nails, tacks, tape, cling decorations from the walls. May require professional services to fill, texture walls, touch-up paint as needed to appear there were no holes in walls. If walls are flat paint pay extra attention when cleaning not to damage paint while cleaning. Never use flat paint on semi-gloss or vice versa. It could be more cost effective for the landlord to touch up the walls correctly and bill you, then to use the wrong paint and have to pay for a complete re-paint.

• Clean thoroughly inside, underneath, and on the sides and tops of all appliances including but not limited to the oven, stove, dishwasher, microwave, refrigerator, washer and dryer. Clean under the lid of the stove top. If you should turn breaker off leave doors ajar.

• Be careful not to tear the vinyl flooring when moving the appliances. Do not use harsh chemicals on the appliances surface. It will destroy the finish.

• Clean and degrease the oven hood top, underneath and vent filter. Replace the vent filter if it cannot be cleaned.

• Garbage disposal must be clean of debris and operating.

• Clean out all drawers remove from cabinets and tip over to remove all debris then wipe out. Remove any contact or shelf paper. All wood cabinets need to be oiled with Thompson on the outside.

• Clean, sweep, wipe down inside and out all closets; remove all hangers and debris.

• Clean bathroom(s) thoroughly: toilet, tub, sliders, sink, polish fixtures, medicine cabinet, vanity, walls and floor tile. Clean and remove any mildew on the tile, shower and tub. Clean all glass and mirrors. Clean the exhaust fan grate.

• Make sure all light bulbs work (replace if needed). Clean light fixtures, covers and ceiling fans. Replace A/C filters & batteries **throughout**. **(Receipt needed to avoid additional charge).**

• Wash and de-wax tile floors. Pay attention to grout (**May need professional cleaning if soiled**)

• Have carpets **professionally** cleaned, to include baseboards. **Must be an licensed company and provide receipt of service** to avoid a re-clean charge. Tennant is solely responsible for any damage or re-cleaning of carpets if during the final inspection a representative of TLC deems carpets have not been satisfactorily cleaned and or have pet odors.

• Clean walls if heavily soiled. Doors & jams, light fixtures & switches. Clean all windows inside & out being careful not to bend, break or lose screens, (tenant is responsible for all missing, torn or broken screens) wipe down blinds (dust free), vacuum the window sills and tracks to remove all debris to include dead flies, insects, and dirt etc., Secure all windows, close blinds and locked.

• Replace any broken screens, blinds or blind wands. Replace any broken or cracked windows

• Empty and clean storage shed(s) garbage bins and or garage/carport walk ways & patios. Degrease as needed.

• Lawn maintenance. Mow, edge, and trim, re-seed if needed, Sprinkler system timer properly working as well as all drips, lines and sprinkler heads are in working condition, deep water before leaving premises. Prune the shrubs and bushes. Clean out flower beds. Remove any weeds through out front (to the street), sides and back of home.

• If you had any pets; repair or replace any damage done by the pet. Pick up any pet feces, old toys, chew toys and hair.

• Be careful removing your personal property to not ding and damage the walls, corner beads, bull nose corners and door frames.

Initials ____ ____

• Remove any personal property that you installed without the landlords authorization or that was not approved by the landlord and restore the property back to its original condition.

Deliver all keys, remotes, and your forwarding address to **TLC MANAGEMENT 670 E 32ND STREET SUITE 9; YUMA , AZ 85365**. **Rent will be charged until all keys and remotes are delivered to the office** failure to deliver to the office. All locks will be changed at tenant's expense. An additional fee of $75.00 will be charged to the tenant, if property is not ready by scheduled inspection date & time, and or TLC coordinates any cleaning or repair services failed by tenants for each vendor invoice.

We thank you for your cooperation and trust your stay with us has been a pleasant one. If you have any further questions regarding your move, or in doubt, please contact us (928)726-5557 during normal business hours.

Estimated labor cost are as follows:

Cleaning $150.00 – $450.00 (to include windows estimate $350-$450 priced)

Handy guy or Maintenance repairs $65.00 per hour plus materials

Yard – lawn service 1 time clean up $100.00 plus materials - 25.00 per week to maintain if on a lease

Plumbing maintenance $75.00 plus materials

Air Condition service or repairs (dirty filters; automatic service call to check unit) $75.00 plus materials

Glass, window, and screen repair – per vendors invoice

Paint, touch-up, fill or texture – per vendors invoice

Repair or Maintenance Coordinator – Per lease agreement a $75.00 per invoice will be charged

These are estimates. Actual costs may vary. These cost are subject to and can change at any time.

Themis L Cavanagh
Property Manager; Realtor; GRI

Initials ____ ____