



# Assurance

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## Property Management

52 Sturgis Corner Drive Iowa City, IA 52246 319-358-0556

**To: Residents with expiring leases**

**RE: Moving out**

Enclosed please find information for moving out of your apartment. It is important that you complete the list to ensure a full refund of your security deposit. If you plan on being out of your apartment before the end of your lease, please contact our office to let us know when you will be out. If you are moving out at the end of the lease, you will need to be out of your apartment by the time of day specified on your lease, July 28th. Please schedule a check out when you are ready to move. Call 319-358-0556 for a check out appointment.

*Floor coverings must be free of soil, stains and debris (excepting condition noted on the Condition of Dwelling Checklist). We recommend contacting one of the following companies for carpet cleaning.*

Premier Carpet Cleaning	631-2519 – Steve Riggan
Actually Clean	688-9626
Randy's Carpets	354-4344
Carpet Steamer	354-0665

*\*There is a number of other quality carpet cleaning companies to choose from, however each year a number of "new" ones appear that do a less than satisfactory job for a lower price. In the event the manager deems your carpets are not in satisfactory condition, we will hire one of the companies listed above and that cost will be charged against your damage deposit. It is best to book your cleaning early and use a reputable company to insure that this does not happen to you. If you have questions regarding carpet cleaning, please contact the office (319-358-0556).*

***YOU ARE REQUIRED TO LEAVE YOUR UTILITIES ON AND IN YOUR NAME THROUGHOUT THE DATE OF LEASE EXPIRATION, EVEN IF YOU MOVE OUT EARLY.***

***Thank you for being our customer. We wish you the best of luck in all of you future endeavors!***

***Your Friends at Assurance Property Management***

## PREPARATION FOR MOVE-OUT

An important consideration is the return of your security deposit and how to make sure all of it is refunded. Tenants often ask what is expected upon moving out. We have provided the following guide to illustrate what we look for and what must be done for the re-rental of your dwelling. **We do not want to keep any portion of your damage deposit.** Rather, we want your apartment returned to us in the same condition as when you moved in; ready for the next tenant.

**The items below must be completed. If we find they are not, we will hire a cleaning person to do the work, and you will be charged \$45.00 per hour (or more if the work requires a professional contractor).** We compare your check-in report with our check-out report in order to return your security deposit. You will receive an itemization of any deductions withheld from your security deposit.

### **LIVING ROOM, DINING ROOM, BEDROOMS, ENTRY, HALLWAYS, STAIRS, PORCHES**

Start first in the rooms above, leaving the kitchen and bathroom for last.

1. Clean ceilings, walls, drapes, blinds, etc. of cobwebs.
2. Wash all fingerprints from the walls. (a product called "Magic Eraser" works well for this)
3. Wipe down woodwork, doorframes, and baseboards.
4. Clean light fixtures, switch plates, and outlet covers.
5. Clean all heating and air vents. Wipe down radiators, if applicable.
6. Check for broken windows, screens, doorknobs, window locks, dripping faucets, etc. Make a list of items broken or in need of repair. Give a copy to our office. **Make no repairs without Landlord's approval.**
7. Clean the windows, wipe frames, sills and tracks.
8. If you have made any small holes or breaks in the plaster from picture hangers, we prefer you that you leave those repairs to us (you will not be charged for these minor repairs).
9. Sweep and mop vinyl floors. Vacuum all carpets and make sure they are free of stains and soil (unless noted on Condition of Dwelling Checklist. The following is a list of 4 companies we have recommended, if you need assistance with your carpet cleaning:

Actually Clean	688-9626
Randy's Carpets	354-4344
Premier Cleaning	631-2519 – Steve Riggan
Carpet Steamer	354-0665

You should arrange for carpet cleaning as early as possible to make sure carpet cleaning companies can get you on their schedule.

### **BATHROOM**

1. Wash woodwork and walls. Clean wall tile with mild cleaning solution.
2. Scrub sink, tub/shower, tub enclosure, shower doors, track and faucets. Clean up the lime build-up on faucets. Tub and shower doors must be free of dirt and soap scum build-up, shower door tracks should have lime and dirt cleaned off, and glass doors should be clear without a dull, cloudy film.
3. Scour the toilet bowl and remember to clean the outside of the stool and around the base.
4. Scrub and mop the floor, paying special attention to the area behind and around the stool.
5. Clean all light fixtures, switch plates, and outlet covers.
6. Clean counter top, sink, and cabinet under sink.
7. Clean medicine cabinet and mirrors (they should be free of streaks) All soap dishes, handles, racks, and spouts should be free of dirt and stains.

## KITCHEN

Much of your cleaning should be done with a grease cutter such as 409, Fantastik or Spic 'n Span plus ammonia.

1. Wash the ceilings, walls, woodwork, window frames, ledges, sills, doors, baseboards, and cupboards thoroughly until ALL grease is gone.
2. Wash the window glass with cleaner containing ammonia. You may have to wash them twice to get off the cooking grease & smoke.
3. Clean your cupboards one at a time. Throw out anything you don't want. This makes packing easier. Wipe inside and out and on top. Remove all lining. Clean drawers the same way.
4. Clean all light fixtures, switch plates, and outlet covers.
5. Clean counter tops, sink, cabinet under sink and dishwasher.
6. After the stove and refrigerator are cleaned; scrub the floor using proper cleaners. Make sure to wipe the baseboards as well.
7. Remove all cleaning solution residue, especially in the oven.

**The refrigerator & stove should be cleaned during the last couple of days before moving.**

## REFRIGERATOR CLEANING

1. We recommend against moving the refrigerator. It is too easy to tear the vinyl and very expensive to repair. Scrub the sides and top of the refrigerator that can be reached without moving.
2. Turn off the refrigerator/freezer and empty for defrosting (unless frost-free). Put the frozen items in a cooler or cardboard box with ice or ice packs during this process.
3. Remove the shelves/racks and meat and crisper drawers to be washed.
4. If there is ice build-up in the freezer, place a bowl or pan of very hot water in the freezer to help melt the ice. Do not use a hot metal pan on a plastic surface. DO NOT try to break up the ice with any implement such as a knife or ice pick as the refrigerator could be damaged permanently.
5. Wash the inside of the refrigerator.
6. Make sure to leave your refrigerator turned on and running to avoid odor problems. If you turn off your utilities or you turn off the refrigerator and leave it closed, this will ruin the refrigerator and you may be liable for a new refrigerator.

## STOVE / OVEN

1. Do not attempt to pull out your Stove/Oven. (See #1 above). This is particularly important if you have a gas stove: you could cause a leak.
2. Clean the burners, drip pans, under the burners and inside the stovetop under the burners. Make sure to clean the broiler pan and storage space as well. If the drip pans are extremely dirty, place them with the oven racks in the oven and spray them with oven cleaner when you clean the oven. (If the drip pans are not coming clean you may have to replace them with new ones available at most hardware stores or home centers)
4. Remember to clean the hood vent and filter above the stove. Underneath and exterior especially, this collects grease.

## FINAL CLEANING

After you have completely moved out, make one final pass with the vacuum and broom to clean up any leftover mess from your move. Please consider what the next tenant will encounter when they move in to their new home.

Your security deposit will be sent to the final address you leave with us within 30 days. This allows us to make sure utilities are paid through your lease period and receipt of any final expenses.

**When all of your cleaning is done, call our office (319-358-0556) for a final check out appointment. At this meeting, we will collect your completed Move Out Sheet.**

**The turnover of our apartments is the busiest of times for us. Sometimes in our haste we forget to say "Thank you" for entrusting us with your housing needs. We depend upon your satisfaction and referrals. We wish you good luck with your next move and a heartfelt thank you from all of us at Assurance Property Management.**

(Revised 5/19/14)



## Move Out Sheet

Tenant Names: \_\_\_\_\_  
\_\_\_\_\_

Property Address: \_\_\_\_\_

Move out date: \_\_\_\_\_

Lease end date: \_\_\_\_\_

Have you scheduled a checkout with Rob?      Yes    No

Have you cleaned the carpet in your unit?      Yes    No

**Cleaning policy:** It is the obligation of the Tenant to thoroughly clean their unit upon move out. In the even that your unit requires additional cleaning, you will be charged at a rate of 45.00 per hour.

Are the utilities still on in your unit?      Yes    No  
(You must leave utilities on until your lease end date)

Damage deposit check payable to: \_\_\_\_\_

What is your forwarding address for return of your security deposit?

\_\_\_\_\_  
\_\_\_\_\_

(New) phone number: \_\_\_\_\_

Additional information you think we should know:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please have this form completed for your Check-Out Appointment!*