

Howard's Place
P.O. Box 418
Thatcher, AZ 85552

(928) 428-7261

MOVE OUT PROCEDURES FOR APARTMENTS

In accordance with the rental agreement, and to maximize the amount of your cleaning/repair deposit, let us remind you of a few important things.

Your apartment was cleaned top to bottom before you moved in. It is expected that you will leave the apartment in the same condition. Below is a list of things that are cleaned thoroughly by our maintenance personnel if you do not clean them:

- Oven and stove cleaned scrubbed thoroughly. Oven pulled away from the wall and swept and mopped behind.
- Refrigerator and freezer cleaned. No food or food particles left. Refrigerator pulled away from wall and swept and mopped behind.
- Toilet cleaned. This means lid, seat, and bowl. Outside of bowl must be cleaned. Floor should be washed around the base of the toilet including the back area.
- Shower cleaned. No soapy residue left. Walls should sparkle. Fixtures should also be clean and shiny.
- Bathroom floor swept and mopped. Sink scrubbed and mirrors cleaned.
- Carpets vacuumed and spots, if any, removed.
- Kitchen floors swept and mopped. Spots removed, if any. Kitchen sink scrubbed, fixture shiny and counters wiped.
- All cabinets (kitchen, bathroom, hall) wiped out. Outside of cabinets cleaned and polished with Pledge.

In addition, please patch all holes in walls with wall patch. Any marks or food on the walls or doors should be removed. A small pint of paint will be provided to Tenant(s) by the Landlord to cover patched holes. If holes are not patched and painted properly and has to be redone tenants will be charged accordingly.

Again, if you do not clean/repair the apartment to our satisfaction, we will have it done professionally and you will be charged. It will be taken out of your deposit.

You should receive your deposit back within 14 days from the day your contract was up provided extensive repair/cleaning does not have to be performed.

**IF YOU WANT YOUR DEPOSIT BACK YOU MUST DO THE FOLLOWING:
PLEASE LEAVE KEYS AND A FORWARDING ADDRESS ON THE KITCHEN COUNTER
AND LOCK THE DOOR WHEN YOU LEAVE. PLEASE NOTIFY US WHEN YOU ARE
OUT SO THAT WE MAY INSPECT PROMPTLY AND YOU MAY RECEIVE YOUR
DEPOSIT AS SOON AS POSSIBLE. 428-7261**

Thank you for your consideration in this matter.