



It has been a pleasure serving you as a resident during this term.
Per your current lease you must be completely moved out of your apartment by

Noon on the last day of this month.

The apartment should be left in move-in condition. If the apartment is not cleaned and all personal items removed from the premises, you will be billed for additional charges. A move out checklist is provided below along with a fee schedule if Our Staff must complete these items.

MOVE OUT CHECKLIST:

KITCHEN

STOVE: Should be completely cleaned. The oven should be cleaned with oven cleaner. The top of the stove should be cleaned and not have any food debris or grease. Normal wear and tear is expected. It should be pulled out and dusted on all sides.

REFRIGERATOR: All items should be removed from the fridge. The inside and outside should be cleaned. Pull out all of the drawers and shelves and wipe clean. Wipe out the freezer and vacuum the vent at the bottom and the grill on the back.

CABINETS: Outside of cabinets should be cleaned. No grease or food debris remaining. Wipe out the inside, clean front and on top of the cabinets. Normal wear and tear is expected.

SINK: Should be free of food, grease and scratches. The sink should be cleaned with cleanser and wiped out.

FLOORS: The kitchen floor should be moped.

BATHROOM

Should be cleaned completely. This includes shower, tub, sink, tile, toilet and floors. Cabinets and closets should be wiped out thoroughly.

CLOSETS/SHELVES:

Clean completely, dust and vacuum

WOODWORK:

Vacuum/dust and wipe all woodwork



EAST AVENUE MANAGEMENT

HARDWOOD FLOORS:

Sweep thoroughly then mop with hardwood floor cleaner only. Do not use water.

STORAGE AREAS:

Clean out completely. Do not leave any trash or unwanted items.

WINDOW SILLS:

Vacuum completely and wipe.

WALLS:

Remove all pictures, posters, decorations, stickers, tape, etc.

HALLWAY EXITING BUILDING/HOUSE:

Make sure it is vacuumed and clean when you leave.

TRASH:

Your trash should be put in bags and closed up before putting in trash bins. Please do not leave anything lying outside for people or animals to go through. You must make your own arrangements for removal of anything that can not fit in the trash receptacle including furniture and mattresses.

The amount that will be billed if the apartment is not left in move in condition follows:

\$50.00	Stove
\$50.00	Refrigerator
\$100.00	Removal of animal smells/hair/fleas
\$150.00	Bathroom
\$50.00	Cabinets
\$50.00	Floors
\$50.00	Walls (\$50.00 per room painted)
\$15.00	Removal of small personal items: \$15.00/bag
\$30.00	Removal of larger personal items including furniture and mattresses: \$40.00/item

To avoid additional charges upon moving out please be sure to leave the apartment, **Parking Pass and Keys, including your mailbox keys if any, may be left on the kitchen counter or returned at our office.** There will be a charge of \$25.00 per lock for keys not returned at lease expiration. If there are any unpaid balances please make sure they are paid before lease expiration to avoid credit reporting problems.

Security deposits if any will be returned at the end of the month following the termination of your lease (be certain to leave us your new forwarding address) If you have any questions please call the office at 847-386-1710.