



*Serving People in Their Housing Needs*

### Move Out Instructions

Remove *all* personal belongings and furniture. All items left behind will be removed and you will be charged hauling/dumping fees.

Clean house *thoroughly*. Guidelines are as follows:

1. **Floors:** Vacuum all carpet areas. Sweep floors. Wet mop all linoleum floors with a cleaning and deodorizing substance and rinse clean.
2. **Sinks:** Clean thoroughly and rinse well. Use an old toothbrush to remove grime from around sink edge.
3. **Tubs and Showers:** Clean tile and remove all mildew and soap scum. (Tilex soap scum remover also removes soap build-up on shower walls). DO NOT use abrasives on acrylic showers.
4. **Toilets:** Clean inside and outside (this includes underneath the bowl) with an abrasive cleanser or a toilet bowl cleaner and disinfectant then rinse thoroughly.
5. **Stoves and Ovens:** Spray the oven with an oven cleaner (follow cleaning instructions on can, if self-cleaning oven, follow the directions in oven) Also remove and spray all racks, drip pans and broiler pan. We recommend taking them outside on a newspaper to spray them. Clean beneath pans, as well as all exterior surfaces of the stove, including burner rings and sides of oven.
6. **Kitchen:** Wipe front of cupboards and inside/outside of drawers and shelves. Make sure to clean crumbs off of cutting board if applicable.
7. **Refrigerators:** Remove all food from freezer and fridge. Wipe interior/exterior. Remove internal shelves and drawers and wash separately.
8. **Walls:** Remove any pins, nails or screws. Clean dirt, fingerprints; scuff marks, etc. off of all walls and doors. Use a cleaner with bleach to remove difficult stains.
9. **Windows:** Clean inside window tracks (toothbrushes are great) and wipe inside of windows with Windex. Dusting and cleaning mini-blinds will also save our cleaners some time which will lower the over all cleaning charge.
10. **Fireplace:** (if applicable) remove all ashes and debris out of fireplace. Make sure hearth is clean.

Replace all burnt out light bulbs including appliance lights. These are very inexpensive for you to replace however you will be charged a minimum of \$5.00 per light if we have our maintenance staff replace them after you move.

All keys must be returned by midnight on the last day of your lease. If keys are not returned a minimum \$80 charge will be taken out of your security deposit. Missouri Law Section 535.300 states "The tenant shall have the right to be present at the inspection of the dwelling unit at the time and date scheduled by the landlord. All move out inspections must be requested in writing.

Turn in a forwarding address to the office. This will be the address that your deposit will be sent to. *This does not forward your mail*, to do so you must fill out a forwarding address form at the post office.



# 333-RENT

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LV= living room    DN= dining room/kitchen    Bd= bedroom

✓	All Rooms	LV	DN	Bd1	Bd2	Bd3	Bd4	Bath1	Bath2	Done by:		
		Light fixtures: take down and wash										
Light bulbs: replace if needed												
Ceiling fan: dust/clean												
Smoke alarms: replace low battery												
Windows: clean glass, tracks, and sills												
Blinds: dust and spot clean												
Walls: remove everything, wipe clean												
Closets/shelves: wipe clean												
Baseboards: dust and scrub any marks												
Floors: clean or vacuum												
✓	<b>Kitchen</b>									Done by:		
	Stove: clean drip pans, under range, and hood											
	Oven: use oven cleaner to clean oven, racks, and broiler											
	Microwave: clean inside and out											
	Cabinets: wipe down inside and out											
	Refrigerator: remove ALL food, clean inside and out											
	Counters: wipe thoroughly											
	Dishwasher: wipe clean											
	Sink: clean thoroughly											
✓	<b>Bathroom</b>							Bath1	Bath2	Done by:		
	Vent/fan: dust or vacuum out											
	Shower/tub: scrub thoroughly											
	Vanity: clean sink and mirror											
	Cabinets: wipe clean											
	Toilet: clean inside and out, and base											
✓	<b>Extra Rooms</b>			Bd5	Bd6	Bd7	Bd8	Bath3	Laundry	Other	Other	Done by:
	Light fixtures: take down and wash											
	Light bulbs: replace if needed											
	Ceiling fan: dust/clean											
	Smoke alarms: replace battery if needed											
	Windows: clean glass, tracks, and sills											
	Blinds: dust and spot clean											
	Walls: remove everything, wipe clean											
	Closets/shelves: wipe clean											
	Baseboards: dust and scrub any marks											
	Floors: clean or vacuum											