



TENANT MOVE-OUT GUIDELINES

Provided By:
CU Landlord/Tenant Advisory Board

These Guidelines are intended to assist you in moving out of your current rental unit and incorporate suggestions, guidelines, and check-lists developed by the CU Landlord/Tenant Advisory Board. These Guidelines are not exhaustive and you should check with your landlord for any specific information or requirements they may have regarding move out procedures and expectations.

MAY MOVE-OUT PROCEDURES

If one or more of your roommates is moving out after school is out in May, the following suggestions are for YOU! You'll want to take the following steps NOW before everyone splits up for the summer.

1. Get a valid address(es) where your roommate(s) will be moving to, including a permanent address for each roommate who is moving out (such as a parent's address). This way, you will be able to forward any mail to them (including any security deposit refund) and have contact information in order to discuss any issues which may arise during the summer.
2. Make sure that you and your roommate(s) do not have any outstanding fees, expenses, or other amounts due to be paid to the landlord. If there are any outstanding or pending charges, make sure you have decided in advance how these charges will be paid. ***Put this in writing!!!***
3. Talk to your roommate(s) and make arrangements for cleaning at the end of the lease and payment of any cleaning costs. Once your roommate(s) leave, you'll have a very hard time getting them to come back and help you clean! You may want to have your roommate(s) authorize your landlord to withhold an amount from their security deposit specifically for cleaning costs.
4. Make arrangements for storage of any of your roommate(s) property, particularly if you will be subleasing your roommate(s) room(s) during the summer.
5. Note any obvious damage which exists at the time your roommate(s) move out. This will not only protect you, but can also prevent future arguments with any subtenant. ***Remember – A Picture is Worth a Thousand Words***

6. Make arrangements for the removal of your roommate(s) furniture (such as couches, beds, dressers, etc.)
7. Make sure you have agreed how to reconcile any outstanding utility bills and whether your roommate(s) will be paying for utilities during the summer.
8. TAKE PICTURES!!!! Document any damage which exists at the time you or your roommate(s) move out. That way you'll know who's responsible for any damage during the summer months.

GENERAL MOVE-OUT PROCEDURES AND INFORMATION

The following information, check-list, and suggested procedures are intended as advice only and do not necessarily guarantee your landlord will return your entire security deposit. However, it's a great place to start!

1. LEASE END DATE. Know the date your lease ends and when your landlord expects you to move-out. Your landlord will need to get into your residence and start making any necessary repairs and/or cleaning. You will likely be charged additional rent and some very steep fees if you stay longer than you are supposed!
2. TOUCH-UP PAINTING - DO NOT TRY to do touch-up painting yourself unless you contact your landlord first and get approved paint colors. Invariably, if you don't talk to your landlord, they will have to re-paint what you did and you will end up paying for the painting twice!
3. PERMANENT ADDRESS – Give your landlord a permanent address where they can send your security deposit. If you don't, ***the landlord will send any mail (including security deposits) to the address you just vacated*** and there will be a *loooooong* delay in receiving it.
4. CHANGE OF ADDRESS FORM. Place a change of address form with the Post Office. See above paragraph.
5. CHECK-IN SHEET. Find the copy of your check-in sheet ***and review it*** (preferably with your landlord). If there is additional damage to the property which is not noted on the Check-In Sheet, you will be charged for it. As per your lease, you will need to VACATE BY NOON. We will be scheduling carpet cleaning and other necessary repairs for that afternoon.

6. RETURN YOUR KEYS. Ask your landlord where and when to drop off the keys to your house. Although it may be inconvenient, take the keys to your landlord directly – do not simply leave them in the house, where they are liable to be misplaced or taken by some unauthorized person.
7. CARPET CLEANING. Generally landlords require that tenants have the carpets professionally cleaned. Ask the landlord if you can find a cleaning company – it will likely be cheaper than what your landlord will pay!
8. CLEANING, CLEANING, CLEANING

Decide with your roommate who is going to get to do the cleaning of what part of the house. Here are a few cleaning tips:

FIRST – Always remember that there is a HUGE DIFFERENCE between *SURFACE CLEANING* and *DEEP CLEANING*. Surface cleaning is fine during the year, but Landlords expect you to DEEP CLEAN on move-out, meaning clean behind the ‘fridge and stove and under the counters and in the oven, etc.

CLEANING SUPPLIES: Before you start cleaning, the following list of supplies will help:

- _____ Paper towels
- _____ Scrub sponges
- _____ Scrub brush
- _____ Windex (HINT: use old newspapers to wipe-off the glass after spraying with Windex)
- _____ Spic and Span, Mr. Clean, Pine Sol, or other detergent
- _____ Toilet bowl cleaner
- _____ Stain remover (if necessary)
- _____ Large pail or bucket
- _____ Trash bags (large yard variety)
- _____ Light bulbs (as long as you’re at the store.....)
- _____ Drip pans (for stove)

CLEANING CHECK-LIST

The following is a check-off list to help you deep clean your residence. The list is general and you should check with your landlord to see if there is a specific list for your property.

I. GENERAL CLEANING/LIVING ROOMS/BEDROOMS

- ___ Brush off ALL cobwebs on porch, ceilings, in corners, inside closets, etc.
- ___ Clean all baseboards with a mild soap solution.
- ___ Clean all drapery rods and mini-blinds with a wet sponge.
- ___ Clean walls, floors, shelves in closets
- ___ Wash and clean dirty areas on all walls.
- ___ Remove all nails; do NOT paint over holes.
- ___ Clean all doors, exterior and interior, sides and tops side with sponges.
- ___ Wash all windows, inside and out. Wipe spotless.
- ___ Wash and clean all window tracks and ledges spotless.
- ___ Clean hallway stairway banister if applicable.
- ___ Remove all globe covers of light fixtures, including porch lights, dining light fixture if applicable. Wash inside and out.
- ___ Scrub all floors.
- ___ Vacuum all carpets (Including closet interiors).
- ___ Replace all burned out light bulbs.

II. KITCHEN CLEANING

STOVE:

- ___ Do not apply excessive water to electric wires
- ___ Clean surface areas, tops, rear, sides and front. Do not use oven clean compound on exterior areas, broiler pan, or drip pans.
- ___ Clean or replace drip pans

REFRIGERATOR:

- ___ Defrost. Do not use sharp objects to scrap off ice!!! Remove all water inside, remove shelves and drawers. Clean all interior parts with warm soap solution, rinse, wipe dry and replace.
- ___ Clean all interior areas including ice trays, door shelves, etc.
- ___ Leave refrigerator plugged in and set low temperature setting. Do not leave unplugged.

OTHER:

- ___ Wash and clean exhaust fan filter and vent housing inside and out.
- ___ Wash and clean exterior and interior of dishwasher.
- ___ Wash and clean all cabinets and drawers inside and out
- ___ Wash and clean countertops and wood molding.
- ___ If applicable, remove rectangular housing for ceiling light. Wash, clean, and replace.
- ___ Turn on disposal and flush well with water.

III. BATHROOM(S)

- ___ Wash and clean ceramic bath tile. Use all mildew stain remover or shower cleaner to remove hard water stains or mildew stains.
- ___ Clean out interior and exterior of tub and toilet thoroughly.
- ___ Clean sink thoroughly, wipe, and dry all chrome fixtures.
- ___ Clean mirrors, light housing fixtures, interior and exterior of all cabinets, towel bar, tissue holder etc.
- ___ Don't forget heat registers, all woodwork, etc.

IV. OUTSIDE

- ___ Pick up and remove all trash, put in yard trash bags
- ___ Mow and rake the lawn, picking up any twigs, branches, etc.
- ___ Make sure all garden hoses and tools are not broken, replace as needed.
- ___ DO NOT TURN OFF the sprinkler system (if one is present)