



# BUCKEYE ABODES

614-378-8271 [www.buckeyeabodes.com](http://www.buckeyeabodes.com)

## MOVE OUT INSTRUCTIONS

Thank you for renting with us. Please look over the following information. This is provided to help you receive as much of your security deposit as possible.

\*Your lease requires you move out no later than the time specified in your lease. No holdovers are acceptable and will result in a charge of prorated rent, \$100.00 per day plus any and all other damages.

\*Your security deposit will be returned within 30 days of the end of your lease term. Your security deposit check will be made out to one person designated by all others on the lease. Please complete the enclosed 'Deposit Return Form' to designate where and whom the check is to be sent.

\*At the time of the end of your lease, all keys for exterior doors (please leave room keys in locks of bedroom doors) and the 'Deposit Return Form' (enclosed) should be returned to the office. If no one is at the office, put an envelope through the mail slot. If you have changed your locks, please put our locks back in.

\*Make certain that you leave the premises in as good condition as when you moved in. Please let us know of any repairs (your fault or normal wear) in advance. For repairs necessitated by you, we may be able to make the repairs cheaper for you if we can make them before the end of your term. We are very compressed for time in the turnover period and having to hire outside the company results in higher costs which will be passed through to you.

\*Walls/paint—We consider normal wear and tear to require no more than light touch up of paint. Painted walls and woodwork should be washed of any dirt and grime. You will be charged for walls that have holes, glue, black marks, sticker adhesive, scratches and grime. Excessive nail holes may result in a spackling charge. We don't recommend you attempt to repair/paint your walls. Please contact us prior to attempting this. Poor repair or not using the same brand of paint may result in more expense to you.

\*In the absence of any significant damage, failure to properly clean is usually the largest deduction in security deposits. Allow ample time to clean, it's going to take longer than you think. A year (or more) worth of living isn't going to go away with a light sweeping and a few squirts from the Windex bottle. If you choose not to clean, expect to pay for this decision. Cleaning companies charge up to \$30.00 per person, per hour. For a house left unclean, bills of \$800 to \$1,000 dollars are not uncommon. The following is a detailed list of what needs to be cleaned.



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## CLEANING

\*Absolutely no personal items should be left anywhere. This includes basements, laundry areas, yards, parking areas, porches, etc. Items remaining after the end of the term will be hauled away at your charge.

### **\*Living rooms, dining rooms, bedroom, halls, stairwells...**

\*Starting at the ceiling, get a broom or dust mop and remove all cobwebs from ceilings, corners and walls.

\*Clean all light fixtures and fans. Remove light globes, wipe clean inside and out and replace. Replace light bulbs as needed. Wipe down both sides of ceiling fan blades.

\*All dust and grime should be removed from woodwork (natural or painted) and walls. Most properties are painted with washable paint. Get some rags and fill a bucket with a multi-purpose cleaner (or white vinegar works great and is cheaper) and water. Wipe down all doors, woodwork and walls. Don't forget the tops of windows, doorways, window sills and baseboards.

\*Clean blinds and inside window and door glass. If you have damaged blinds that were provided by us and plan on replacing them on your own. Please make sure you get the right size to fit in the existing brackets. Measure the damaged blind and add a ½ ". For example, if you measure 30 ½ ", when you go to Lowes you will buy a 31". In stock blinds are only available in a couple lengths, so make sure you don't purchase one that will be too short.

\*Check floor vents for debris and vacuum out.

\*Clean all switches, switch covers and outlet covers.

\*Fireplaces should be swept out and all surfaces cleaned.

\*Wood and other non carpeted floors need to be cleaned thoroughly. Someone is probably going to have to get on their hands and knees and make



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sure all sticky substances and grime are off the floors. Mopping will not be enough. Don't forget corners and closets. Gum left on floors will be charged on a per piece basis. Be careful not to damage flooring when removing gum or other sticky substances. Do not leave too much water or cleaning product on wood floors. This can result in stains or splitting of the wood.

\*The lease states that all carpets are to be cleaned by you, with a receipt from a professional carpet cleaning company forwarded to us, at the end of your term. We realize that this is difficult for you to coordinate, so we will not charge any additional amount, beyond the actual per area cost, of having the company we use clean your carpet. We will supply you with a receipt of these charges, with your deposit return, if you choose this option.

\*You should cut any snags in the carpet as close to the pile as possible. Vacuuming and steam cleaning could make snags worse and result in more charges.

## **\*Bathrooms**

\*Bathroom walls will need to be washed down from ceiling to floor to remove mildew, toothpaste, soap and hair product residue. Any cabinetry and shelving needs to be cleaned inside and out. All woodwork including doors, trim, window sills and baseboards need to be washed down.

\*Showers/bathtubs (including walls), sinks and faucets should be cleaned. You may want to purchase a foam bathroom cleaner, spray everything down and let it set for 30 minutes before scrubbing. Don't forget shower doors. Gently clean any caulked areas.

\*Toilet bowls, lids, bases, tanks and the entire area to the side and rear need to be cleaned.

\*Door knobs, cabinetry knobs, light fixtures, towel bars and other fixtures should be free of dirt and grime

\*Clean all counters and mirrors. Remove old shower/tub liners (curtains).

\*Floors should be scrubbed clean including corners, seams by fixtures and closets. Floors vents should be removed and cleaned out.



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## **\*Kitchens**

\*All cabinetry and shelving needs to be cleaned inside and out. Don't forget the hardware. Everything should feel clean to the touch and not sticky.

\*All walls, doors, backsplashes and counters should be free of dirt, grime, grease, and food spills. Doors and knobs should be cleaned.

\*light fixtures, ceiling fans, switch and outlet covers should be cleaned and free of dust and grease residue.

\*Appliances should be cleaned inside and out. Where possible, stoves and refrigerators should be moved out from walls and the sides as well as the area under and behind the appliance should be cleaned. For the oven, it's best to buy an oven cleaner, follow the directions on the can and wipe it clean after it has set for the allotted time. Knobs and handles should be clean.

\*The floors will need to be scrubbed. Again, mopping isn't going to cut it. there should be no film or grime and they should feel clean to the touch. Gum or tape residue is unacceptable

\*Don't forget baseboards and the toe kick (area under the base cabinets). Floor vents should be removed and cleaned out.

\*Sinks and faucets should sparkle.

## **\*Laundry, utility areas and basements**

\*Washer and dryer should be wiped down on all sides. Clean out the dryer vent. The area should be free of any trash, detergents and other personal items. Floors should be swept and excessive residue from detergents should be cleaned.

\*Utility and basement areas should be free of cobwebs and swept clean.



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**\*Exterior**

\*The front door should be cleaned in and out including any glass and knobs. You should make your best effort to remove dirt and black marks on exterior doors and frames.

\*All porches and patios should be swept clean

\*Nothing should be left on the porch or in the yard or parking areas. All trash should be removed and cigarette butts should be raked up.

Please contact us with any questions or concerns. We hope this helps you organize your move and receive most of your security deposit back. It has been a pleasure having you lease with us and we wish you the best in all of your future endeavors.

Sincerely,

Jonathan and Stephanie Cope  
Buckeye Abodes