



Important MOVE OUT Information!

It is almost that time- To start packing those boxes and cleaning those cupboards!

Your upcoming move-out occurs between 9 am and 12 pm on your lease expiration date (or Notice to Vacate Amendment Date) – please reference your most recent lease document located in your tenant portal under “shared documents”.

Below you will find the cleaning instructions for your home as outlined in your lease, plus a few other helpful reminders. For additional information regarding move out and your security deposit, please review your lease agreement.

Carpet cleaning will be scheduled by My House on your behalf. Please do not rent a carpet cleaner and attempt to clean them yourself, nor hire a vendor. Most machines do not have a strong enough extractor and leave your carpet pad wet, causing mildew, bad odors, and stains to surface after a couple of days of cleaning. Such cleaning will be scheduled by the Landlord with the Landlord's preferred Vendor's. We use Premium Carpet Care and their price starts at \$0.24 per square foot depending on level of clean and stain removal necessary.

Maintenance Please submit maintenance requests through your portal now, for any repairs that you know need to be done. It will be less expensive to get them done now, rather than during the turnover process, as we have to hire additional outside contractors during that time.

Keys Please leave any and all keys, (including mail box keys, garage door openers, common area keys and house keys) on the kitchen counter.

Security Deposit itemization will be **mailed within 60 days** of your lease end date (may not apply to Notice to Vacate Amendments), to your **forwarding address, or last known address. PLEASE EMAIL myhouse@myfortcollinshome.com WITH A FORWARDING ADDRESS – This address will be the contact address for ALL of the tenants on the lease.** If no forwarding address is provided, the security deposit itemization will be mailed to the address you are vacating; consequently, you will need to notify the post office to have your mail forwarded.

Utilities If you have any utilities in your name, please notify the utility companies that you will be leaving and to end your utility service on the last day of your lease, so the new tenants can get service starting the next day.

Trash Make sure you schedule your last trash pick no later than **NOON on your lease expiration date**, or sooner, otherwise we will haul all remaining items off at your expense, including the trash receptacle. Be advised that all items left on the premises will be discarded at your expense and some items have additional fees for disposal (please review your lease). **DO NOT LEAVE ELECTRONIC SCREENED ITEMS**, (i.e. TV's, computers, etc.) because they are very expensive to dispose of due to landfill regulations.

Moving Please use caution when moving furniture so you do not damage the floors, walls, ceilings or other areas of your home or common areas. Furniture felt pads or other moving accessories can be purchased at local stores.

If you plan on being out of your home earlier than your lease end date (or notice to vacate date), please email us the specific date (this must be a definite date that your house will be completely vacant and ready for us to turn).

If you have any questions, please let us know. HAPPY PACKING!! It has been a pleasure to work with you. Please keep us in mind for your future housing needs.

Thanks, and good luck to you all!

Your My House Team

Cleaning Instructions When Vacating

The last thing you want to do before you leave one home to move into another is clean out the old place. But alas, it must be done, so just throw on some tunes, grin and bear it. Any additional necessary cleaning will be deducted from the Security Deposit. Per your lease agreement, necessary cleaning will be contracted out or done at a rate of **\$40.00** per hour. **Your use of a professional cleaning company may not eliminate the need for additional cleaning.* So here are some cleaning reminders of things not to forget as you prepare your home for its next inhabitants: **(including but NOT limited to):**

Everywhere:

- All carpets will be commercially cleaned at the Tenants expense; such cleaning will be scheduled by the Landlord with the Landlords preferred Vendor's.
- Take all nails and screws out of the walls and ceiling and putty them smoothly.
- Dirt spots on walls must be cleaned with a magic eraser or non-abrasive cleaner
- Dust the ceiling fixtures.
- Dust all ledges.
- Clean the windows (that can be reached), window blinds and window ledges inside and out.
- Clean the door knobs and doors.
- Clean all light switches and outlets.
- Clean the walls and baseboards.
- All garbage inside and out must be removed.
- Vacuum.
- Get rid of all cobwebs.

Bathroom(s):

- Get soap scum off the bathroom tiles and tub/shower and the grout.
- Clean out the bathroom drawers and vanity, making sure you get all the hair out (and remove any liners).
- Clean the toilet, sink, countertop and finally the floor (sweep and mop).
- Clean the mirror.
- Vacuum out the surface of the exhaust fan if dusty.

Kitchen:

- Clean out all cabinets, remove any liners and wipe them out.
- Wash the front of the cabinets and remove any fingerprints.
- Clean and disinfect all countertops.
- Clean and shine up the sink and faucet.
- Scrub the refrigerator inside and out. Remove all shelves and clean separately if necessary. Move out the refrigerator and clean the sides, behind and underneath.
- Scrub the oven inside and out. Remove shelving, drip pans and burners. Burner pans are to be replaced by the Tenant. Move out the stove and clean the sides, behind and underneath.
- Clean out the dishwasher if you have one.
- Clean exhaust fan if needed.
- Remove all appliances and sweep and mop behind them.

Bedroom(s)/Living Room:

- Dust, sweep, vacuum and mop these empty rooms.

Garage:

- Should be completely empty and swept (if you have one).

Outside (If this Applies):

- Walks, deck and stairs outside the unit must be left clean.
- Remove all your stuff that might be stuck in the ground or hanging in trees.
- Sweep and scrub the porch and any stairs to remove all stains.

And the last thing you should do is mop from the furthest point out to the door. Say goodbye, lock it up (leave your keys) and go relax!