



Important MOVE OUT & CLEANING Information

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

Your upcoming move-out occurs at 9 am on your lease expiration date (or Notice to Vacate Amendment Date) – please reference your most recent lease. *Lease docs are in your tenant portal under "current lease" (on home page of portal, or under menu "shared documents").*

Below you will find move-out instructions for your home, 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 a couple of days after cleaning. Such cleaning will be scheduled by the Landlord with the Landlord's preferred vendors. We use the company Premium Carpet Care, and their prices start at \$0.24 per square foot depending on level of clean and stain removal necessary.

Maintenance: Please submit maintenance requests through your online tenant 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 must hire additional outside contractors during that time.

Keys: Do not return keys to our office. Please leave all keys, (including mailbox keys, garage door openers, common area keys and house keys) on the kitchen counter. Parking permits become invalid as of the date of your lease expiration and you will no longer be able to park onsite at multifamily buildings. **You are charged for rekeying the property, per your lease agreement.**

Transferring Utilities: Please contact your utility providers to do a final meter reading as of your lease expiration day and make sure all your balances are paid in full. Please leave all utilities in your name through the end of your lease term regardless of whether you move out sooner. Utilities should be transferred out of your name and not disconnected. **If you are moving out early on a Notice to Vacate Early Amendment, any utilities in your name must remain turned on in your name until a new lease begins, or your lease expires, whichever comes first.*

Trash: Please 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. Common items that are left behind that incur removal

fees include cleaning products, shower rods, curtains, hoses, yard, and garage items – these are removed at your expense.

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, blankets or other moving accessories can be purchased at local stores. If you plan on being out of your home earlier than your lease expiration date, please email us.

Security Deposit: We love to refund tenants their deposits! However, for us to do that, you must fulfill the terms of your lease and follow these move out instructions. We conduct the final move out inspection once you have completely moved out and cleaned. Please have the property in rent-ready condition by 9 am on your lease expiration date as you will not be able to re-enter the property after that time. Inspections are not performed with tenants. Your security deposit reconciliation and itemization will be mailed within 60 days of your lease expiration date to your forwarding address, or last known address (60 days may exclude Notice to Vacate early situations). **Please email securitydeposit@myfortcollinshome.com with a FORWARDING ADDRESS** for the entire household. This address will be the contact address for all tenants on the lease. If no forwarding address is provided, the security deposit itemization will be mailed to the address you are vacating. We highly encourage you to contact the post office with your new address as well. Refund checks will be in the name of all the tenants on the lease.

If you are currently set up with an autopay through your tenant portal, you will need to cancel the auto pay option prior to moving out. Likewise, if you have bill pay set up with your financial institution, that will need to be canceled as well. **Tenants doing a Notice to Vacate Early Amendment continue to pay rent until the property is leased or through the lease expiration, whichever occurs first.*

Thank you for having chosen one of our properties as your home! We appreciate you for following these move out instructions and for being a tenant. If you have any questions, please let us know. Happy packing and best of luck in your new home!! It has been a pleasure to work with you. Please keep us in mind for your future housing needs for rentals or buying/selling.

Thanks, and good luck to you all!

Your My House Team
970-689-8803
leasing@myfortcollinshome.com
www.myfortcollinshome.com

Cleaning Expectations 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 **\$50.00** 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 Tenant's expense; such cleaning will be scheduled by the Landlord with the Landlords preferred Vendors.
- Take all nails, tacks, anchors, screws, and command strips out of the walls and ceiling.
- 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 doorknobs and doors.
- Clean all light switches and outlets.
- Clean the walls and baseboards.
- All garbage inside and out must be removed.
- Vacuum (including vent registers and baseboard heater panels).
- Get rid of all cobwebs. LOOK UP 😊

Bathroom(s):

- Get soap scum off the bathroom tiles and tub/shower and the grout.
- Remove shower curtains and curtain rods (please leave rods if they are permanently attached).
- 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. Drip 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 vent hood exhaust fan if needed.
- Move 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.
- Mow the grass, remove any weeds, and trim bushes off the sidewalk if lawn care was your responsibility.
- Please make sure to remove all pet waste and any waste receptacles.

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

