

## MONROE PROPERTIES ~ MOVE OUT GUIDELINES

### Cleaning

Your leased premises must be returned in a clean and empty condition. Cleaning issues are NOT considered ordinary wear and tear. If the premises are not cleaned to Landlord's satisfaction or if they contain trash or abandoned items, appropriate charges will be deducted from your Security Deposit. Please be advised that if it becomes necessary for Landlord to clean the premises, labor costs will be considerably higher than if the apartment was properly cleaned by the tenant. For your convenience, a cleaning checklist is included below. **TRASH ENCLOSURES/DUMPSTERS ARE NOT TO BE USED FOR DISPOSAL OF UNWANTED ITEMS. DO NOT THROW OUT MATTRESSES, OLD TV'S, ETC. OR YOU WILL BE ASSESSED A \$100 FEE! ALL BOXES MUST BE BROKEN DOWN AND PLACED WITHIN THE DUMPSTER.**

### Return of keys, fobs, pass cards, and parking permits

By MIDNIGHT of the last day of your lease, please return ALL keys, fobs, pass cards, parking permits, and/or garage remotes, to the rental office at: 116 East Franklin Street Richmond, Virginia 23219. If the rental office is closed, please seal the keys, parking permits, and key fobs **in an envelope, clearly marked with (1) your name**, (2) the old apartment address, and (3) your new forwarding address written on the outside, and place the envelope in the rental office drop-box located on the corner of Franklin and Second Streets. Please note that if you do not return your keys or we are unable to identify them, you will be responsible for the cost of replacement keys or a lock change. If you fail to return your keys by the expiration of your lease you will be in violation of the contract and subject to the HOLDOVER provision of your lease, which assesses a \$100.00 per day penalty, a lock change fee, the cost of alternate lodging for displacing the new Tenant, legal fees as allowed by law, and any additional expenses incurred if you fail to move out on time! Please avoid this situation by communicating with management staff if you for see any changes in your moving plans.

### Move Out Inspection

Our Maintenance Dept. will inspect the leased premises after your keys are returned to the rental office, and will compare any damage in the apartment with damages listed on the Condition Form that was supplied to you when you first moved in. If you wish to be present during the inspection, **which we highly encourage**, please place a work order through the online resident portal at least two weeks prior to your move-out date. Your apartment will need to be completely empty and clean for the inspection to take place. If you plan to make repairs yourself, please schedule the inspection so that you will have enough time left on your lease to do so. Please note that inspections must be scheduled during regular business hours, and that appointments during the high season often cannot be rescheduled.

### Utilities

Call your utility providers at least 2-4 weeks before your lease is over to make arrangements to take your utilities out of your name on, not before, the last day of your lease. Utility bills taken out of your name before the last day of your lease will be deducted from your Security Deposit. If Cable services are included in your rent, you must contact the appropriate provider for instructions for disconnecting service and returning equipment. This must be completed prior to your lease end date, or you will incur late charges. Landlord will not be responsible for any equipment left behind such as cable boxes, routers, etc. Please also remember to file a change of address with the post office, and alert any subscriptions or others services.

### Security Deposit Refund

In accordance with Virginia Law, your security deposit refund or a statement of charges will be mailed within 45 days of your lease expiration date. If your forwarding address has changed from your Notice to Vacate form, please submit the new address in writing to Monroe Properties at rentals@monroeproperties.com. Residents must contact the U.S. Postal Service to forward their mail before move-out. It is not the Landlord's responsibility to forward your mail. To complete a change of address form online, please visit: [www.usps.com/umove](http://www.usps.com/umove).

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## CLEANING CHECKLIST AND RECOMMENDATIONS

### ALL ROOMS:

- Clean out all closets and wipe down shelves
- Remove cobwebs
- Wipe down and clean baseboards, doors and door frames
- Clean handprints and other marks from walls
- Clean all floor / wall / ceiling vent covers
- Clean light switch and electrical outlet covers
- Clean light fixtures
- Clean ceiling fans and fan blades
- Clean windows, window sills and tracks
- Clean draperies and/or window blinds
- Replace dead smoke detector batteries
- Remove all adhesive hooks, ceiling hooks, mounted mirrors, etc
- Sweep/mop all hardwood/vct/tile/laminate/ floors
- Vacuum carpet and edges by baseboards. Ensure carpets are cleaned to a professional standard.

### BATHROOM(S):

- Clean bathtub, shower walls and fixtures
- Thoroughly clean toilet inside and out
- Clean cabinet doors and shelves
- Clean and wipe out all drawers
- Clean mirror and medicine cabinet
- Clean soap dishes and wipe down towel bars
- Clean sink and faucet fixtures
- Wipe down all counter tops
- Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- Mop / scrub floor - do not overuse cleaning solution and water, use clean mop water to avoid leaving the floor sticky

### KITCHEN:

- Clean stovetop, control panel and dials - scotch-brite cooktop cleaner recommended for heavily soiled glass-top cooking surfaces
- Clean oven: walls, racks and broiler pan. If equipped: do not use self cleaning function with spray-on oven cleaner. When using spray-on oven cleaner, carefully follow directions on can and clean any remaining cleaning product residue to prevent corrosion
- Clean inside and outside surfaces of microwave and underside filter
- Defrost refrigerator and remove water. Do not unplug refrigerator which can damage compressor and worsen food odor
- Clean inside refrigerator and freezer. Remove all racks, shelves and drawers, and thoroughly clean all surfaces
- Clean inside and wipe down front of dishwasher
- Wipe down all woodwork in kitchen
- Clean pantry and wipe down shelves
- Clean cabinet doors and shelves
- Clean and wipe out all drawers
- Clean sink and faucet fixtures
- Wipe down all counter tops. Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- Mop / scrub vinyl floor - do not overuse cleaning solution and water, use clean mop water to avoid leaving the floor sticky

### MISCELLANEOUS (IF APPLICABLE):

- Report known maintenance issues in need of repair to landlord before moving out
- Remove property from deck/ patio and then sweep
- Remove padlock and clean out storage units
- Empty and sweep out garage
- Return cable & internet equipment to service provider

**Note: If leased premises are not properly cleaned, Tenant may still be charged for any additional cleaning that is required.**