**Important Move Out Policies and Possible Deposit Deductions**

* You must have your carpets cleaned before midnight on your last day of occupancy. ADL, Montrose Carpet, Mann and Timberline are the ONLY accepted companies. If you would like us to schedule ADL we will deduct the cost (approx. $200-$300+) from your deposit.
* You must clean the property thoroughly including:
	+ Cleaning inside, outside, on top and under the refrigerator
	+ Cleaning inside, outside, on top and under the stove. Drip pans on the stove top must be new or like new condition.
	+ All kitchen and bathroom cabinets must be vacuumed and wiped out.
	+ All blinds must be working, clean and must not have broken or missing slats.
	+ Window tracks and window sills should be vacuumed and wiped clean.
	+ All batteries in smoke and CO detectors must be working.
	+ All lightbulbs in the property must be working.
	+ Light fixtures should be dusted or washed and all dead bugs should be removed.
	+ The property must be free of cobwebs and dusted thoroughly.
	+ Fingerprints and dirty spots on walls, windows and switch plates must be removed.
	+ Sinks, tubs, toilets and showers should be well scrubbed and clean.
	+ All carpet must be vacuumed and hard flooring should be vacuumed and mopped.
	+ The lawn should be mowed and the grounds around the property picked up.
	+ Be sure to remove all of your items from the property. If any trash or other items are left there will be a charge from your deposit to remove them and dispose of them.
* If any of the cleaning items listed above are not completed a cleaning crew will be sent in and the minimum cleaning charge will be $100.
* Repairs such as replacing broken blinds, repairing holes in walls and/or doors, replacing carpet that has been damaged or repainting when cleaning isn’t enough will all be tenant charges.
* Please be sure to return the 2 keys that you were issued on your move-in day. These original keys are stamped with an eagle. If you do not return those 2 original keys the locks must be rekeyed and a minimum fee of $125 accessed.
* Since water bills are billed a month behind and you did not pay a water bill on your first month of tenancy you will pay 2 water bills upon move out. These are deducted from your deposit.
* If you do not take gas and electric bills out of your name early you can avoid a transfer fee. It is best to let the new tenant call to put bills into their name which will force close your account. The last gas and electric bills will be deducted from your deposit.
* We must wait at least one month for all final utility bills in order to finalize your deposit refund.

I have read and acknowledge these move out policies and possible deposit deductions.

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