

POST FOR ALL TENANTS TO SEE !

**TO: All Tenants
Ross Park –Auburn, Alabama**

RE: Final Move Out Date – Tuesday, August 9, 2011, 12 Noon

MOVE OUT INSTRUCTIONS

1. If you have not renewed your lease with us, you must be completely moved out of your unit by **Tuesday, August 9, 2011 at 12 Noon.**
2. Utilities must remain on, in your name, until the end of your lease period (August 14, 2011) or Liberty Properties will charge you a reconnection fee. In addition you will be charged for the billing of services for the duration of your lease, including any temporary fees charged by the utility companies pursuant to your lease.
3. Your unit should be left thoroughly cleaned. **Enclosed is a cleaning list to assist you.** Every item will be checked when we inspect your unit.
4. Your spa, if applicable, should be left completely drained and clean.
5. All door keys and mailbox keys, if applicable, are to be turned in to our office by August 9 before 12 Noon or **No deposit will be refunded.** In addition you will be charged for changing the locks on your leased unit.
6. You must provide us with a self-addressed stamped envelope for the refund of your deposit. Please remember to allow 35 days for your refund.
7. We encourage all of you and your parents to make plans to meet with us once you have moved completely out and have cleaned the entire unit according to our enclosed cleaning list. **Please call this office if you are moving out prior to August 5 and want to schedule an appointment for your move out inspection.**

CLEANING LIST

You have indicated to the rental management office that you will soon be moving out of your unit. We are providing this cleaning checklist to help you prepare for your move out inspection. If you have any questions about your responsibilities, do not hesitate to call the office. Remember that **ALL** keys must be returned to our office and we must have a self-addressed stamped envelope in order to refund your deposit. Also, please keep in mind that your refund will take up to 35 days to be returned.

_____ 1. Carpet and furnished upholstery is scheduled to be PROFESSIONALLY steam cleaned, unless a receipt for this service is presented to the manager before checkout.

_____ 2. All non-carpeted floors must be cleaned, mopped and free of dirt and grime.

_____ 3. Our painter will repair all nail holes. Any holes larger than a nail hole and any other damage to drywall must be repaired PROFESSIONALLY. We will be sending someone out to make these repairs as early as one week prior to checkout. **If you know any drywall repairs are needed in your unit, please contact our office by that time.**

_____ 4. Stove must be cleaned THOROUGHLY! The entire surface area, including the eyes and underneath the eyes, the vent hood, the oven and storage area should be clean and free of grease. The drip pans should be replaced. The filter in the vent hood should be removed, washed, dried and put back in place. (HINT: Put the filter in the dishwasher and run through a normal cycle.)

_____ 5. The refrigerator must be left on, emptied and washed completely. Wash trays, drawers, racks, compartments, and the rubber insulation strip on the door. All should be clean, free of mildew, dirt and grime. Pull refrigerator out and clean sides and floor underneath.

_____ 6. All sinks, handles and faucets, should be cleaned. Garbage disposal, if available, should be in proper working order and free of garbage.

_____ 7. Dishwasher, if available, should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

_____ 8. All cabinets and drawers are to be emptied and wiped clean with a damp cloth. Counter tops, front of cabinets and drawers should also be free of dirt and grime.

_____ 9. Bathrooms must be cleaned and disinfected. This includes the entire shower/tub unit, sink and toilet. Be certain that all soap scum is eliminated from the shower/tub unit. All cabinets and drawers are to be emptied and wiped clean, and all mirrors and counter tops should be washed.

_____10. Washer and dryer, if available, should be empty and clean. The dryer filter

should be free of lint. The laundry room especially behind the washer and

dryer should be and the floor around the washer and dryer should be clean.

_____11. Windowsills and mini-blinds are to be washed clean with warm soapy water and rinsed so that they are free of dust and dirt.

_____12. All ceiling fans, if available, are to be wiped clean.

_____13. All light fixtures must be cleaned.

_____14. All burned out, broken or missing light bulbs, including fluorescent and appliance bulbs (stove, refrigerator, microwave, etc.), must be replaced.

_____15. All walls, ceilings, doors, doorframes, baseboards and any horizontal surfaces must be wiped clean with a dry cloth. If more extensive cleaning is required, use warm water and a cleaning solution similar to Pine Sol.

_____16. All outside areas, including exterior doors, decks and patios, steps, must be cleaned.

_____17. Air conditioner filter must be cleaned if reusable, or replaced if disposable. For instructions, please call the rental office.

_____18. No trash or garbage should be left inside or outside the unit. Large items that cannot be placed in a trashcan should be taken to the dump. **Kitchen garbage must be kept separate from trash/boxes/furniture/other debris at curbside due to city regulations; otherwise, a\$300 separation fee will be charged.**

_____19. All litter, including cigarette butts, dog feces, etc. must be removed from the property, including the woods.

_____20. Any stickers or decals, such as stars and moons on your ceilings, or stickers on appliances and windows must be removed.

Please call the rental office to schedule your move out inspection if you intend to move out prior to **August 5**. If you have any questions please do not hesitate to call us at 334-821-1600.

