

MOVE-OUT GUIDELINES & CHECKLIST

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist and following these guidelines. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$35/hour for their services will be deducted from your security deposit.

- Your security deposit does not apply to your last month's rent!
- You are to be moved out of the home by 4 PM on the last day of your lease. Any/all trash, debris, and personal possessions are to be removed from the premises. You will not be permitted to go back on site for trash day. If there is trash on-site when we complete our walk-through, you will be charged for it. Please make arrangements to have bulk pick up & trash thrown away prior to returning your keys to avoid any charges for trash out/removal of debris.
- Leave all nails in the walls. We will not charge you for filling nail holes unless there is an unusual quantity (more than 5 per wall). Screw holes, bracket holes, stickers/decals, tape/glue left in the wall will require patch/paint of \$45/per wall minimum.
- Leave the main unit key/key to get into the property in the lockbox. Put all extra keys (mailbox, garage, basement, spares) and any garage door openers in a labeled envelope on the kitchen counter. After moving out, email customerservice@rentcle.com to confirm you've vacated and provide the lockbox code/location so we can send your return key form. If your property does not have a lockbox, place all keys/openers in a labeled envelope and drop them off at our Bedford Heights office during business hours using the exterior drop box, then email customerservice@rentcle.com to confirm.
- Contact the utility companies (gas/electric) to take final meter readings prior to the end of the lease term unless electricity/gas is included in your rent. Utilities must be kept in your name until the end of the lease. Our office will call to transfer utilities on the same day that we receive your keys in the office. ***If any freeze damage or damages occur due to having services terminated prior to returning your keys, the resident will be charged/held accountable for these damages.***
- Furnish the Post Office with your forwarding address online at usps.com. Arrange for your phone service, security system, cable/internet to be disconnected **PRIOR** to moveout.
- All carpets must be professionally cleaned. Cleaning is to be done at your expense. We can arrange this cleaning for you after move out at \$50/an area & up (stains/damages are additional cost). You may arrange for your own professional cleaning, but must provide a bona fide receipt from a licensed & registered company and work must be completed satisfactorily. A charge of at least \$50 per area (hallways, closets, landings & steps are included as well) will apply if you do not supply the receipt prior to or AT key drop off in our office.

If you do not have a lockbox at your property, keys are to be turned in with forwarding address on or before the last day of your lease (or if the last day of your lease is Saturday/Sunday, the 1st business day following) by 4PM. Keys will not be accepted outside of office hours. **5386 Majestic Parkway #9, Bedford Hts, OH 44146**

Monday through Friday 9AM to 4PM

Email: customerservice@rentcle.com

MOVE-OUT CLEANING CHECKLIST

Entryway

High dust, remove cobwebs
Clean door, knobs & frame
Clean light fixture, switch & outlet plates
Vacuum floor

Living Room/Dining Room

High dust, remove cobwebs
Clean in/out of windows, tracks & blinds
Clean light fixtures, switches & outlet plates
Wash baseboards
Vacuum/sweep the floor

Kitchen

High dust, remove cobwebs
Clean light fixtures, switches & outlet plates
Clean in/out windows, tracks & blinds
Clean range/oven, in and out
Clean hood vent/filter screen
Clean refrigerator, in/out/top/behind
Clean counter tops, sink & faucet
Clean dishwasher, in and out
Wipe cabinets, in/out/top
Sweep & mop floor

Utility Closet/Storage

High dust, remove cobwebs
Clean light fixture, switch & outlet plates
Clean washer & dryer, in/out/top/behind
Vacuum or mop floor

Bathroom

High dust, remove cobwebs
Clean door, knobs & frame
Clean light fixture, switch & outlet plates
Clean vanity, mirror & counter tops
Clean shelves & drawers
Clean towel rack & toilet paper holder
Clean & sanitize toilet
Clean shower/tub & drain
Clean ceiling fan
Wash baseboards
Clean in/out windows, tracks & blinds
Clean heater vent
Sweep & mop floor

Bedrooms

High dust, remove cobwebs
Clean light fixtures, switches & outlet plates
Clean in/out windows, tracks & blinds
Clean doors, knobs & frames
Wash baseboards
Clean heater vents
Vacuum floor

Balcony/Porch

High dust, remove cobwebs
Clean light fixture
Sweep floor

You are also responsible to do the following:

- Replace burnt light bulbs
- Replace smoke detector battery
- Turn in all keys for the property in your possession including any remotes/openers.

Completing the above list will enable you to receive the maximum amount of your deposit back. Security deposits will be returned within 30 days of move-out date from the management company **IF** we are provided with a forwarding address.

Tenant Initial/Date _____

Haven Group PM Initial/Date _____